



UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Washington, DC 20233-0001

2020 CENSUS PROGRAM MEMORANDUM SERIES: 2021.16

Date: September 9, 2021

MEMORANDUM FOR: The Record

From: Albert E. Fontenot, Jr. (**signed September 9, 2021**)
Associate Director, Decennial Census Programs

Subject: Group Quarters Operation Detailed Operational Plan v2.0

Contact: Dora Durante
Decennial Census Management Division
(301) 763-9371
dora.b.durante@census.gov

This memorandum documents the version 2.0 Detailed Operational Plan for the Group Quarters (GQ) operation. Changes to the GQ operation since the publication of the version 1.0 Detailed Operational Plan include those brought about because of the COVID-19 pandemic as well as other operational changes.

Changes related to the COVID-19 are:

- The GQ operation sent emails with login credentials to GQ administrators using the eResponse data collection.
- The GQ operation extended the dates for Group Quarters Enumeration (GQE) eResponse.
- The in-person GQ field operation started July 1 instead of April 1. The Service-Based Enumeration (SBE) was moved from the end of March 2021 to the end of September 2021.
- The enumeration method options for the SBE were expanded to include those that minimized or eliminated face-to-face contact with residents.
- The GQE and SBE conducted a follow-up Group Quarters Advance Contact with GQ administrators who had selected in-person enumeration options during the February 2020 to March 2020 operation. The additional contact was to encourage GQ administrators to select enumeration methods with little to no in-person contact and to provide an updated appointment date. The GQE provided mail out/mail back for the Paper Response Data Collection template from the area census offices (ACOs).
- Training innovations included offering training by podcast and other noncontact training methods.
- For Military Vessel Enumeration (MVE), the enumeration option was expanded to the use of an emailed Paper Response Data Collection template. MVE points of contact responded by email using secure encryption.

Other changes include:

- Military Group Quarters Enumeration (GQE) involves enumeration of people living in GQs on military installations, in military treatment facilities, and on military vessels. A military installation is an enclosed secured area for military purposes and may also have housing for military personnel within the enclosed area. For the 2020 Census, the Census Bureau had adopted the recommendation from the Defense Manpower Data Center that they could provide administrative records for the Census Bureau to use to enumerate military personnel. After the Census Bureau analyzed an enumeration test file, the Census Bureau decided to enumerate the military barracks/dorms, treatment facilities, and military correctional barracks using the methodology defined for the 2020 Group Quarters Enumeration.

Additionally, other updates to reflect the as-performed state of the GQ operation have been made throughout the document.

The 2020 Census Memorandum Series

The 2020 Census Memorandum Series documents significant decisions, actions, and accomplishments of the 2020 Census Program for the purpose of informing stakeholders, coordinating interdivisional efforts, and documenting important historical changes.

A memorandum generally will be added to this series for any decision or documentation that meets the following criteria:

1. A major program-level decision that will affect the overall design or have significant effect on 2020 Census operations or systems.
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Visit 2020 Census on [Census.gov](https://www.census.gov) to access the Memorandum Series, the 2020 Census Operational Plan, and other information about preparations for the 2020 Census.

2020 Census Detailed Operational Plan for: 15. Group Quarters Operation (GQ)

A New Design for the 21st Century

Issued: August 18, 2021

Version: 2.0

Prepared by: Decennial Census Management Division



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Approvals

This GQ Detailed Operational Plan has been reviewed and approved for use.

Electronically Approved

Dora Durante

IPT Lead

July 12, 2021

Date Signed

Electronically Approved

Judy Belton

IPT Program Manager

July 15, 2021

Date Signed

Document Change History

Revision #	Version	Date	Description
5	v1.0	September 29, 2017	Final version
6	v1.5	April 30, 2021	Initial Draft for Completion for V2.0
7	V1.6	July 12, 2021	IPT Lead
8	V1.7	July 15, 2021	IPT Program Manager
9	V2.0	August 18, 2021	Final Version

Document Footer Information Control Table

Field Name	Version, Date and Status
DocVersion:	Version 2.0
DocDate:	August 18, 2021
DocStatus:	Final

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1. Document Purpose

The 2020 Census Detailed Operational Plan for the Group Quarters operation (GQ) is intended for use by U.S. Census Bureau managers, staff, contractors, and other internal and external stakeholders working on the 2020 Census. The document presents the detailed operational design for the 2020 Census GQ operation and includes a summary of the operational processes involved, their inputs, outputs, controls, and the basic mechanisms employed to conduct the operational work.

Anticipated uses of this document include the following:

- Communication—Documents operational design details for internal and external stakeholders.
- Planning—Documents planning assumptions and key milestones.
- Staffing—Documents staffing needs and strategies.
- Design—Describes operations and flows, which inform design of IT systems, manual processes, and training.
- Development—Identifies business rules and required capabilities to be developed.
- Testing—Provides a basis for developing integrated test plans for IT systems and processes.

This document complements the 2020 Census Operational Plan, which presents the 2020 Census operational design and covers all operations required to execute the 2020 Census, starting with precensus address and geographic feature updates, and ending once census data products are disseminated and coverage and quality are measured.

2. Operational Overview

2.1 Operation Purpose

The Group Quarters operation (GQ) enumerates people living or staying in group quarters (GQ), people experiencing homelessness, and people receiving service at service-based locations.

2.2 Background

Group Quarters comprises a diverse range of group living arrangements, including specialized institutional and noninstitutional facilities. Resident services provided at GQs may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. Service-Based Enumeration (SBE) enumerates people experiencing homelessness and receiving some type of service at service-based locations, such as emergency shelters or soup kitchens. GQs include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, correctional facilities, maritime and military vessels, workers' dormitories, and domestic violence shelters (DVS). Residence criteria for the 2020 Census to determine what is considered a GQ have been published in the issued Federal Register Notice on February 8, 2018 (83 FR 6941), with the final residence criteria and residence situations.

Table 1: Listing of Diverse GQ Types

GQ Type Codes and Descriptions	
Code	Description
	Correctional Facilities for Adults
101	Federal Detention Centers
102	Federal Prisons
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails
	Juvenile Facilities
201	Group Homes for Juveniles (noncorrectional)
202	Residential Treatment Centers for Juveniles (noncorrectional)
203	Correctional Facilities Intended for Juveniles
	Nursing Facilities/Skilled-Nursing Facilities
301	Nursing Facilities/Skilled-Nursing Facilities
	Other Institutional Group Quarters
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients
405	Residential Schools for People with Disabilities

GQ Type Codes and Descriptions	
Code	Description
	College/University Student Housing
501	College/University Student Housing (college/university owned)
502	College/University Student Housing (privately owned)
	Military Quarters
601	Military Quarters
602	Military Ships
	Service-Based Enumeration (SBE)
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
703	Domestic Violence Shelters
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
	Other Non-Institutional Group Quarters
801	Group Homes Intended for Adults (noncorrectional)
802	Residential Treatment Centers for Adults (noncorrectional)
900	Maritime/Merchant Vessels
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

2010 Census Background on Group Quarters Validation (GQAC) and Group Quarters Enumeration (GQE)

During the 2010 Census, Group Quarters Validation (GQV) was conducted to validate the frame. At each group quarters, GQV staff verified the GQ name, address, contact person, and contact information with a GQ administrator. This contact information was then used for the Group Quarters Advance Visit (GQAV). In GQAV, crew leaders visited GQs to share information about the upcoming enumeration, address any privacy, confidentiality, or security concerns, obtain the expected Census Day population, and to schedule an enumeration appointment.

Group Quarters Enumeration (GQE) of people living in GQs was performed shortly after the GQAV. The 2010 Census GQE operation was conducted by field staff out of local census offices (LCOs) located both stateside and in Puerto Rico. GQE was a paper-based operation. The GQE and SBE operations were conducted in all 50 states, the District of Columbia, and Puerto Rico. The GQE operation included a quality assurance component that included Reinterview (RI). RI was implemented to ensure that field staff visited the GQ facility to conduct the enumeration, verify the population count, and verify that data collected were not falsified. Operations were conducted on the following dates:

- March 29 through March 31, 2010, for SBE.
- April 1 through May 14, 2010, for military GQ enumeration.
- April 1 through May 21, 2010, for GQE.

- April 1 through June 14, 2010, for Shipboard Enumeration that included both maritime and military vessels.
- Reinterview was conducted during the same time as GQE (April 1 through May 21, 2010) for all GQ types, except for military GQ enumeration.

There were three phases in GQE. They were pre-enumeration, enumeration, and post-enumeration. The pre-enumeration phase included preparation, such as checking assignments, locating the GQs on census maps, listing residents on the listing sheets, and preparing census enumeration packets. The enumeration phase included conducting the enumeration using one of four methods that was applicable to the GQs. These four enumeration methods were in-person interview, drop off/pick up of Individual Census Reports (ICRs), facility self-enumeration, and paper administrative listings. Individuals in non-military GQs were enumerated using ICRs. Military personnel used Military Census Reports (MCRs). The post-enumeration phase involved obtaining data for incomplete or missing ICRs or MCRs and turning in completed assignments.

Based on lessons learned from the 2010 Census studies and reviews, the following key recommendations were made:

- Integrate GQ frame validation and enumeration data collection methodologies.
- Research and test electronic response (eResponse) to collect GQ data to reduce respondent burden, data capture, and processing time, which incorporates tracking and linkage capabilities (eliminates manual transcription of administrative records and third-party data onto paper instrument).
- Maintain consistent answer categories regarding the question asking about a usual home elsewhere on all census data collection instruments, the Individual Census Report (ICR), and Shipboard Census Report (SCR).
- Conduct outreach to professional organizations such as education, health care, and tribal organizations as part of the 2020 Census GQ planning.
- Determine GQ residence rules for the 2020 Census.

The following research has been completed for this operation:

- Issued Federal Register Notice on May 20, 2015, requesting public comment on the 2020 Census residence criteria and residence situations.
- Issued Federal Register Notice on June 30, 2016, with the initial planned residence criteria and residence situations.
- Issued Federal Register Notice on February 8, 2018 (83 FR 6941), with final residence criteria and residence situations.

- Conducted a GQ Electronic Transfer Capability Survey September 21 through November 30, 2015, to gauge the availability of and interest by GQ administrators in electronically providing response data to the Census Bureau.
- Conducted a small-scale test of the ability to receive GQ address-level and client-level data using a secure upload portal, November 28 through December 30, 2016.

Opportunities to innovate for the 2020 Census include the following:

- Use of an integrated approach including incorporation of both administrative records and third-party data and the Address Canvassing (In-Field and In-Office) operation to improve the GQ frame.
- Use of multiple enumeration methods, including electronic submissions of response data.
- Training of staff in multiple operations for increased efficiency.
- Use of both in-office and in-field methods for enumeration.

2.3 Design Overview

The sections below present the high-level design for the GQ operation. Refer to the 2020 Census Operational Plan for a complete inventory of design decisions for all 2020 Census operations.

2.3.1 High-Level Operational Design

The design of the GQ operation for the 2020 Census includes these major operational activity areas:

- GQ Planning and Preparation.
- Progress Monitoring and Issue Resolution.
- GQ Advance Contact.
- GQ Enumeration Universe and Updates from Response Processing Operation (RPO).
- GQ Enumeration—Field.
- GQ Enumeration—Electronic Response Data Transfer.
- Deployed Military Enumeration.
- Maritime/Military Vessel Enumeration.
- GQ Operation Closeout.

Each of these major activity areas is summarized below. Together, these activities represent the complete set of work that needs to be performed to conduct the GQ operation.

GQ Planning and Preparation

The Special Enumerations Branch, Military and Overseas Branch, and the GQ Operation Integrated Project Team (IPT) are performing extensive operational planning and preparations for the 2020 Census. Tasks include requirements development, procedures refinements, and systems planning to conduct the GQ operation.

Progress Monitoring and Issue Resolution

The Special Enumerations Branch, Military and Overseas Branch Field Division (FLD) GQ, GQ Operation IPT leadership, and Headquarters will monitor progress and resolve issues. This includes implementing monitoring and controls throughout the GQ operation.

GQ Advance Contact

Group Quarters Advance Contact (GQAC) is both an in-office and in-field activity. The product of Address Canvassing passes on to GQAC, where GQ name, address, contact name, and phone number are verified. Preferred dates, times, methods of enumeration, and expected population on Census Day will be collected. Special instructions or concerns related to privacy, confidentiality, and security are also addressed and documented.

GQ Enumeration Universe and Updates from Response Processing Operation (RPO)

The workload universe for GQ enumeration includes results from the GQAC. RPO manages the GQ workload throughout using the Survey-Operational Control System (S-OCS) and Field-Operational Control System (F-OCS).

GQ Enumeration – Field

In-Field Enumeration activities include multiple methods to maximize efficiencies and ensure correct linking of GQ and respondent information. The methods are In-Person Interview, Facility Self-Enumeration, Drop Off/Pick Up, and Facility Paper Response Data Collection.

For the 2020 Census, the Census Bureau adopted the recommendation from the Defense Manpower Data Center that they could provide administrative records for the Census Bureau to use to enumerate military personnel. The Census Bureau received the file and the results from the analysis deemed that the data in the file did not meet the Census Bureau's quality standards. It was decided to abandon the administrative records enumeration methodology and enumerate the military barracks/dorms, treatment facilities, and military correctional barracks using the methodology defined for the 2020 Group Quarters Enumeration. Military Group Quarters Enumeration (GQE) involves enumeration of people living in GQs on military installations, in military treatment facilities and on military vessels. A military installation is an

enclosed secured area for military purposes and may also have housing for military personnel within the enclosed area.

GQ Enumeration— Electronic Response Data Transfer

The eResponse in-office enumeration method involves the electronic transfer of GQ data by GQ administrators to the Census Bureau.

Deployed Military Enumeration

The Department of Defense (DOD) sends the Census Bureau the overseas deployment data file of military and civilian employees who are deployed outside of the United States (while stationed/assigned in the United States). This file is processed to enumerate these employees at their stateside address that matches to an existing address in the Master Address File/Topologically Integrated Geographic Encoding and Referencing System database (MTdb).

Maritime/Military Vessel Enumeration

The 2020 Maritime and Military Vessel Enumeration (MVE) is an activity to enumerate people who are living or staying aboard a maritime vessel, and people who are on board or assigned to a military vessel on April 1, 2020, in the United States and Puerto Rico. A maritime vessel is defined as a United States flag vessel that is a commercial vessel registered and operated under the laws of the United States, owned and operated by United States citizens, and in operation at the time of the 2020 Census. A military vessel is defined as a United States Navy or United States Coast Guard vessel assigned to a homeport in the United States. GQ Maritime /Military Vessel enumeration will be conducted using the mail out/mail back method.

GQ Operation Closeout

Closeout of the GQ operation involves the completion of all GQ enumeration, including field and eResponse. All Individual Census Questionnaires (ICQs) and Maritime/Military Vessel Questionnaires (MVQs) will be processed and scanned by integrated Computer Assisted Data Entry (iCADE) at the National Processing Center (NPC) and undergo disposition according to standard document management procedures. All respondent data will be processed by iCADE and GQ statistics including types and numbers of GQs enumerated, number of residents enumerated, and other response data will be gathered. GQ population totals are included in the population counts delivered to the President. The GQ team will perform post-census operational analyses and gather lessons learned to inform early planning for the 2030 Census.

The full hierarchy of activities for the GQ operation is provided in Appendix C in the form of an Activity Tree. In the Activity Tree, each major operational activity area listed above is numbered

and then decomposed into a numbered set of subactivities, some of which are further decomposed into more detailed numbered subactivities or steps.

For a full description of the operational subactivities that comprise the GQ operation, see the Detailed Process Description discussions in Section 3 below.

2.3.2 GQ Operational Context

The GQ operational activities described above are conducted within the context of other 2020 Census operations and other programs or data sources that are external to the 2020 Census Program. One way to depict an operational context is by using a “Context Diagram,” which shows the boundary of the operational process, the operational activities it contains, and the information exchanged with its neighbor operations (or other entities) as well as the resources (mechanisms) needed to conduct the operational work.

Figure 1 ~~Figure 1~~ is a top-level context diagram for the GQ operation represented as an Integrated Definition, Level 0 (IDEF0) model. An IDEF0 model of a process (or operation) shows the Inputs, Controls, Outputs, and Mechanisms of the process. These IDEF0 model elements are summarized below and described further in the sections that follow.

The yellow box in the center of the IDEF0 model lists the major operational activity areas for the operation, numbered as given in the GQ operation Activity Tree in Appendix C. Specific Information Exchanges (IE) are shown in different colored boxes to represent the Inputs (green boxes on left side), Outputs (orange boxes on right side), Controls (purple boxes on top), and Mechanisms (blue boxes on the bottom). Boxes to the left of the Inputs indicate the *Provider* of the inputs to the operation (typically another 2020 Census operation or an external source). The Provider of the Controls is noted in the box itself. Boxes to the right of the Outputs indicate the *Receiver* of the outputs (typically another 2020 Census operation or external entity). Each Information Exchange has a name and a unique number for identification purposes.

Formatted

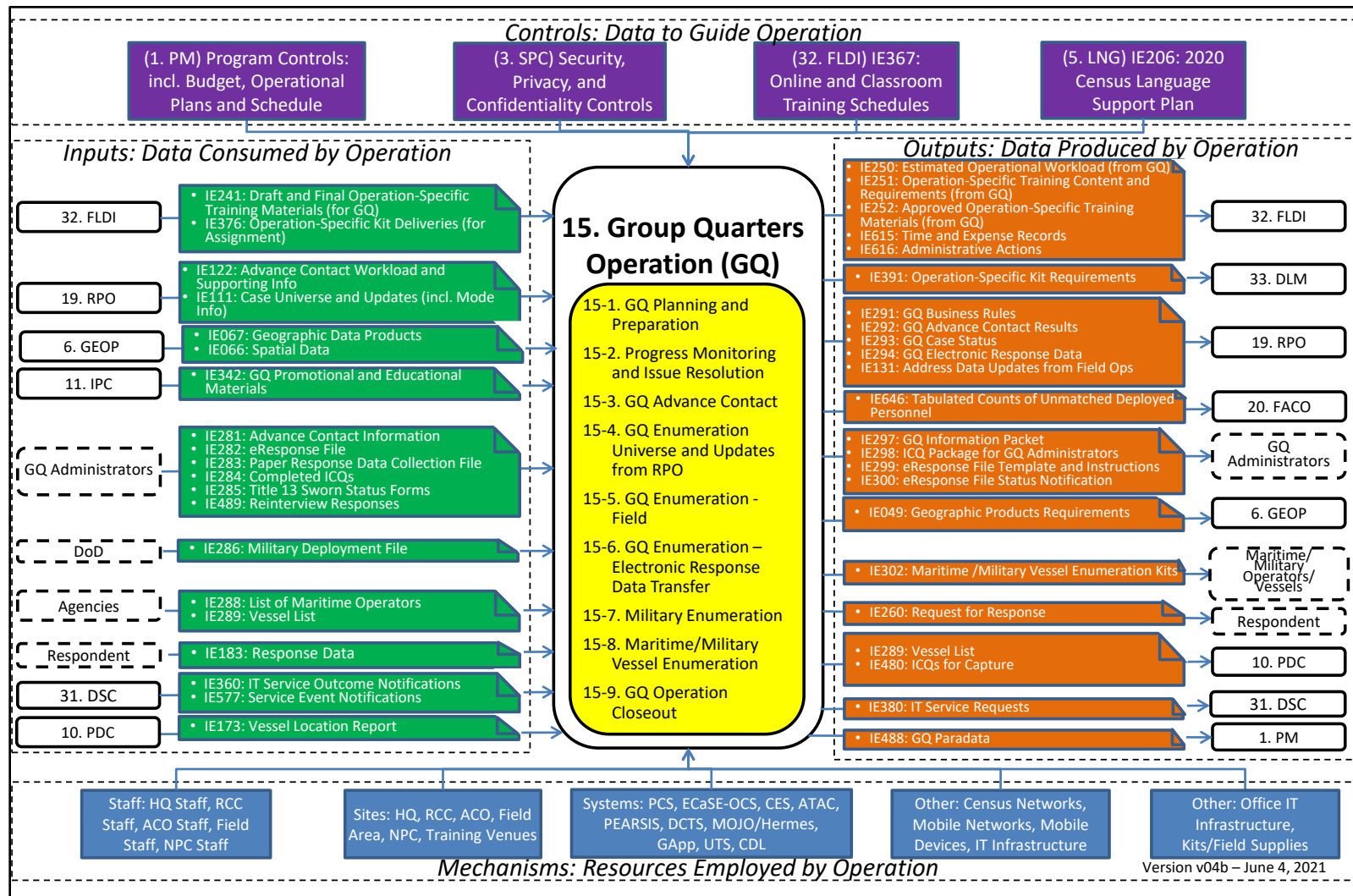


Figure 1: GQ Operation Context Diagram

For the GQ operation, initial inputs include address and geography data provided by Geography Division/Decennial Information Technology Division (GEO/DITD) from the MTdb. The Address Canvassing operation and Local Update of Census Addresses operation (LUCA) provide address inputs into the frame used for universe creation. The GQE initial universe is comprised of all the identified GQs to support the enumeration operation.

The GQ operation operational controls include basic program controls such as budget and schedule as well as security, privacy, and confidentiality controls. The Office of Management and Budget (OMB) controls include formal approval for the 2020 Census, including the Group Quarters operation.

Outputs for the GQ operation include address and living quarters updated address and geography data to GEO/DITD for geographic data capture and integration along with demographic data for statistical analysis purposes. GQ operations provide study plan data for assessments, evaluations, and experiments. Cost and progress data are provided for 2020 Census management.

For detailed descriptions of the Inputs, Controls, Outputs, and Mechanisms used by the GQ operation, see the sections that follow.

2.3.2.1 GQ Operational Inputs

Inputs are the data that are consumed by the operation. The inputs define the amount of operational work that needs to be performed.

[Table 2](#) lists the inputs to the GQ operation.

Table 2: GQ Operational Inputs

Provider	Information Exchange	Description
32. Field Infrastructure Operation (FLDI)	IE241: Draft and Final Operation-Specific Training Materials (for GQ)	All materials needed to conduct the online and classroom training for GQ-specific operational activities. This includes course content, instructor materials, and student handouts.
32. Field Infrastructure Operation (FLDI)	IE376: Operation-Specific Kit Deliveries (for Assignment)	Deliveries of operation-specific kits for use by field staff.

Provider	Information Exchange	Description
19. Response Processing Operation (RPO)	IE122: Advance Contact Workload and Supporting Info	The initial set of group quarter cases requiring field enumeration with supporting information needed to conduct the GQAC.
19. Response Processing Operation (RPO)	IE111: Case Universe and Updates (incl. Mode Info)	<p>The set of cases (i.e., living quarters) identified as GQs to be enumerated and the expected response mode (internet, paper, update/enumerate) for each case.</p> <p>This includes any cases requiring rework because of a failure during the quality control process.</p>
6. Geographic Programs Operation (GEOP)	IE067: Geographic Data Products	The geographic products that will be needed to conduct the specific 2020 Census operations work.
6. Geographic Programs Operation (GEOP)	IE066: Spatial Data	Information regarding basic collection unit (BCU) boundaries that is used for field staff assignments.
11. Integrated Partnership and Communications Operation (IPC)	IE342: GQ Promotional and Educational Materials	Materials that will help educate and encourage participation from GQ administrators and other stakeholders for the 2020 Census and the GQ enumeration process.
GQ Administrators	IE281: Advance Contact Information	Information collected during the GQAC. This includes estimated population on Census Day, preferred enumeration method, and scheduled date and time for enumeration.
GQ Administrators	IE282: eResponse File	An electronic file provided by GQ administrators to the Census Bureau containing response data for all residents/clients within the GQ.
GQ Administrators	IE283: Paper Response Data Collection File	A paper file containing response data for all residents/clients of the GQ.

15. Group Quarters Operation (GQ)

Provider	Information Exchange	Description
GQ Administrators	IE284: Completed ICQs	Individual Census Questionnaires (ICQs), each of which contains response data for a single resident at the GQ.
GQ Administrators	IE285: Title 13 Sworn Status Forms	Forms that need to be completed by the GQ administrators who will be performing the enumeration.
GQ Administrators	IE489: Reinterview Responses	Responses collected through reinterview to verify the population count and to ensure that information was not falsified.
Department of Defense (DoD)	IE286: Military Deployment File	Military deployment file from DoD used to match to addresses in the MAF.
Agencies	IE288: List of Maritime Operators	List of operators of U.S maritime/military vessels.
Agencies	IE289: Vessel List	List of U.S. maritime/military vessels in operation.
Respondent	IE183: Response Data	Data provided by the respondent directly to a Census Bureau enumerator in response to census questions to complete the ICQ.
31. Decennial Service Center Operation (DSC)	IE360: IT Service Outcome Notifications	Notifications and status updates of IT service results provided to the users (requesters).
31. Decennial Service Center Operation (DSC)	IE577: Service Event Notifications	Notifications to all users of a service event such as routine operations updates/changes, system problem/incident status or privacy/security incident status. Typically, these are provided as part of the standard message users receive when they call in for help.

Provider	Information Exchange	Description
10. Paper Data Capture (PDC)	IE173: Vessel Location Report	A report that provides geographic location to be assigned to the 2020 Census results collected from a maritime/military vessel. This information is shipped with the Vessel Questionnaires (MVQs).

2.3.2.2 GQ Operational Controls

Controls are the data that guide the behavior of the operation. They are not consumed by the operation, but rather they provide guidance, models, limits, criteria, cutoff dates, or other information that controls the way in which the operational work is performed.

[Table 3](#) lists the controls for the GQ operation.

Table 3: GQ Operational Controls

Provider	Information Exchange	Description
1. Program Management Operation (PM)	Program Controls	Program control information including budget, operational plans, and schedule.
3. Security, Privacy, and Confidentiality Operation (SPC)	Security, Privacy, and Confidentiality Controls	Laws, policies, regulations, and guidelines related to physical security, IT security, data security and privacy and confidentiality impacts, analyses, and processes. These include but are not limited to Title 13, Title 26, and other laws and policies related to protection of personally identifiable information.
32. Field Infrastructure Operation (FLDI)	IE367: Online and Classroom Training Schedules	Schedules for GQ-specific training classes.
5. Language Services Operation (LNG)	IE206: 2020 Census Language Support Plan	Document that specifies the number of languages and level of support for each language to be included in the 2020 Census.

2.3.2.3 GQ Operational Outputs

Outputs are the data produced by the operation. The outputs constitute the results of operational work that has been performed. Outputs produced may be used as inputs or controls to other operations.

Table 4 lists the outputs from the GQ Operation.

Table 4: GQ Operational Outputs

Consumer	Information Exchange	Description
32. Field Infrastructure Operation (FLDI)	IE250: Estimated Operational Workload (from GQ)	Estimate of the number of GQs that will be enumerated within the field for each geographic area. This information is used by FLDI to create a model for estimating the staffing needs by location.
32. Field Infrastructure Operation (FLDI)	IE251: Operation-Specific Training Content and Requirements (from GQ)	Course content and other training requirements for the GQ-specific classroom training materials and online training modules developed by FLDI.
32. Field Infrastructure Operation (FLDI)	IE252: Approved Operation-Specific Training Materials (from GQ)	Approval for training content and materials used to conduct online and classroom training for GQ-specific operational activities.
32. Field Infrastructure Operation (FLDI)	IE615: Time and Expense Records	Information regarding staff time and reimbursable expenses. Used by FLDI to pay employees.
32. Field Infrastructure Operation (FLDI)	IE616: Administrative Actions	Decisions regarding administrative changes for field and office staff made by field operation management. For example, field operations may decide to transfer an employee to another location. FLDI is responsible for documenting these actions in the appropriate systems.

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Consumer	Information Exchange	Description
33. Decennial Logistics Management Operation (DLM)	IE391: Operation-Specific Kit Requirements	A list of the contents that should be included in the operation-specific kits provided to the field staff in support of GQ. Includes the number of kits required and the count of each item in the kits.
19. Response Processing Operation (RPO)	IE291: GQ Business Rules	Rules that provide guidance on how GQ cases should be processed for production and quality control purposes.
19. Response Processing Operation (RPO)	IE292: GQ Advance Contact Results	Information gathered during advance contact that is required by RPO to process GQ cases.
19. Response Processing Operation (RPO)	IE293: GQ Case Status	Status information that results from enumeration of GQ cases in the 2020 Census Enumeration Case Universe.
19. Response Processing Operation (RPO)	IE294: GQ Electronic Response Data	Data that result from enumeration of group quarters cases for GQs that provide their data through electronic files or through paper files that are keyed in by the GQ operation. This information exchange does not include any GQ responses collected on paper forms that are processed by the Paper Data Capture operation (PDC).

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Consumer	Information Exchange	Description
19. Response Processing Operation (RPO)	IE131: Address Data Updates from Field Ops	<p>Address data updates provided by the field operations. This could include newly identified addresses for hidden units, in-movers, or respondents with a usual home elsewhere, deletes when an address listed in the MAF is determined to no longer exist, and changes in living quarter type (e.g., housing unit to group quarter).</p> <p>RPO provides these data updates to GEOP as part of the Address Update process.</p>
20. Federally Affiliated Count Overseas Operation (FACO)	IE646: Tabulated Counts of Unmatched Deployed Personnel	<p>Tabulated counts of military personnel deployed overseas who are unmatched to a stateside address.</p> <p>This information comes from the GQ deployed military enumeration operation.</p>
GQ Administrators	IE297: GQ Information Packet	Information packet that informs GQ administrators about the 2020 Census and the data collection process.
GQ Administrators	IE298: ICQ Package for GQ Administrators	ICQ packages that are used for enumeration. GQ administrators or GQ enumerators will distribute ICQ packets to residents for them to complete or GQ administrators will use the ICQs for self-enumeration on behalf of residents.
GQ Administrators	IE299: eResponse File Template and Instructions	Template for and instructions on how to complete electronic responses.

Consumer	Information Exchange	Description
GQ Administrators	IE300: eResponse File Status Notification	Notification to GQ administrator that the Census Bureau has received the eResponse File.
6. Geographic Programs Operation (GEOP)	IE049: Geographic Products Requirements	Requirements for the geographic products that will be needed to conduct GQ.
Maritime/Military Operators/ Vessels	IE302: Maritime/Military Vessel Enumeration Kits	Enumeration kits used to enumerate people living on U.S. maritime/military vessels in operation.
Respondent	IE260: Request for Response	Request for respondent/proxy to respond to the 2020 Census.
10. Paper Data Capture Operation (PDC)	IE289: Vessel List	List of maritime/military vessels in operation that are applicable to the 2020 Census.
10. Paper Data Capture Operation (PDC)	IE480: ICQs for Capture	Individual Census Questionnaires (ICQ) collected from group quarters (GQs). These ICQs have been prepared and are ready to be sent for processing at PDC.
31. Decennial Service Center Operation (DSC)	IE380: IT Service Requests	Requests for information or advice, or for a standard change (a preapproved change that is low risk, relatively common, and follows a procedure) or for access to an IT service.
1. Program Management Operation (PM)	IE488: GQ Paradata	Status and progress data related to the data collection process. This includes administrative and procedural data describing the data collection and management process in all automated systems.

2.3.2.4 GQ Operational Mechanisms

Mechanisms are the resources (people, places, and things) that are used to perform the operational processes. They include staff resources, infrastructure sites, and systems and other technology infrastructure.

Staff Resources

Table 5 identifies the staff resources employed for the GQ Operation.

Table 5: Staff Resources Used Within GQ Operational Activities

Staff Resources	Description/Role
Headquarters (HQ) Staff	HQ staff who manages the GQ operation and coordinates activities with the regional office (RO) staff, area census office (ACO) staff, field staff, and National Processing Center (NPC) staff.
Regional Census Center (RCC) Staff	RCC staff who manages all GQ field operations within their designated census region.
ACO Staff	ACO staff who either manages or performs clerical tasks associated with the GQ field operations within their designated area. Also includes staff who perform the Advance Contact activities.
Field Staff	Enumerators and supervisors who perform GQ operational activities in the field.
NPC Staff	NPC Staff to coordinate printing forms and kits to ACOs, coordinate DVS and Maritime enumeration.

Infrastructure Sites

Table 6 identifies the infrastructure sites employed for the GQ operation.

Table 6: Infrastructure Sites for GQ Operational Activities

Infrastructure Site	Description/Role
Census Headquarters (HQ)	HQ site for office work conducted in support of the GQ operation. This permanent site in Suitland, Maryland, manages the operation throughout the country.
Regional Census Center (RCC)	ROs that manage all operations within their assigned geographic area. The RCCs oversee the activities of the ACOs. Each RO will manage several ACOs.
Area Census Office (ACO)	ACOs that are responsible for managing all the field operations and support activities within their designated area.
Field Area	The geographic area within which field staff perform data collection activities.
National Processing Center (NPC)	<p>NPC is responsible for the data capture centers located in Jeffersonville, Indiana (JDCC).</p> <ul style="list-style-type: none"> • JDCC will receive and track GQ questionnaire shipments from the ACOs from around the country. • Data capture of GQE forms (ICQs and MVQs) using an iCADE solution. • Maintain the linkage of the GQ and the Census Bureau electronic and paper response records (ICQs linked in field/ACO; MVQs linked at NPC, by virtue of NPC conducting the maritime vessel enumeration).
Training Venues	Sites where field staff receive classroom training on both general administrative topics and GQ-specific topics. These sites are coordinated through the ACO staff in FLDI.

Systems and other Technology Infrastructure

Table 7 identifies the systems employed for the GQ operation.

Table 7: Systems Used Within GQ Operational Activities

System	Description
Production Control System (PCS)	Application system supporting the GQAC operation.
Enterprise Censuses and Surveys Enabling-Operational Control System (ECaSE-OCS)	Enterprise solution supporting the entire decennial census work, including workload assignment and schedule management.
Centurion Enterprise System (CES)	Centurion Enterprise System is used to receive response data from GQ administrators.
Automated Tracking and Control (ATAC)	Application system supporting enumeration of maritime vessels.
Production Environment for Administrative Records Staging, Integration and Storage (PEARSIS)	Application system managing administrative records and provide services associated with those records.
Data Capture Tracking System (DCTS)	Application used to data capture paper response data at NPC.
Unified Tracking System (UTS)	A data warehouse that combines data from a variety of Census Bureau systems, bringing the data to one place and allowing users to run or create reports, analyze surveys, and resource performance. This role-based system provides case-level tracking across modes, drill down capability, and most importantly, pulls cost data into the same system for a more efficient cost impact assessment.

System	Description
Census Data Lake (CDL)	The CDL serves as the centralized repository for decennial response data and paradata. It allows distributed processing capabilities for cost and progress reports and other downstream consumers. CDL is a flexible data management platform intended to provide the Census Bureau with a next generation scaling capability to fulfill data management, storage, reporting, analytics, and security requirements while reducing costs associated with duplicative data silos.
Geocoding Application (GApp)	Used for location identification and geocoding for Targeted Non-Sheltered Outdoor Locations (TNSOLs).
MOJO/Hermes	An application used to provide reports and to send the eResponse letters to GQ administrators with login credentials. This includes a Browse Living Quarters (BLQ) capability to determine whether an address already existed in the 2020 Census universe, or if the address was a true add.

Other technology infrastructure employed for the GQ Operation includes:

- Census networks.
- Mobile networks.
- Mobile devices.
- IT infrastructure.
- Office IT infrastructure.

2.4 GQ Data Flow and Operational Influences

[Figure 2](#) is an Integrated Operations Diagram (IOD), which describes the design concepts for the response data collection operations for the 2020 Census (stateside and Puerto Rico). This diagram assumes that the frame has been developed and address canvassing operations are complete. The diagram shows the RPO as the hub of data collection and RPO's interactions with all the other 2020 Census operations that have a role in data collection. The discussion below walks the reader through the diagram, using the circled numbers to help the reader follow the flow.

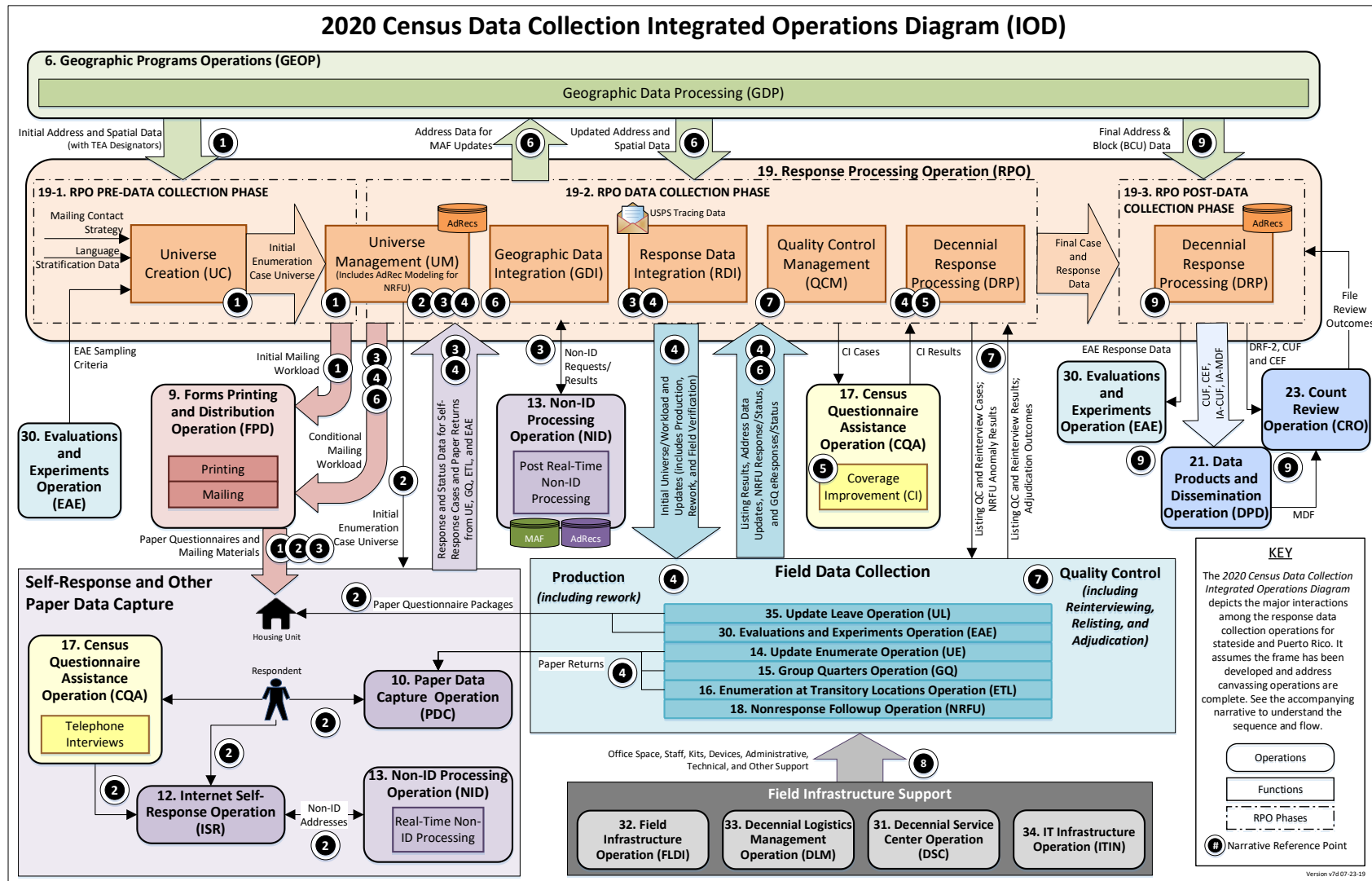


Figure 2: 2020 Census Data Collection Integrated Operations Diagram (IOD)

Pre-Data Collection

1 Before the start of data collection, the Geographic Data Processing (GDP) component of the Geographic Programs operation (GEOP) sends initial Address and Spatial Data, including the Type of Enumeration Area (TEA) designations, to RPO so it can create the Initial Enumeration Case Universe. RPO also receives the mailing contact strategy (i.e., strategy for self-response stratification) so it can identify which housing units receive which kinds of mailings, language stratification information so it knows which language to use, and experimentation stratification data so it knows which housing units are to be included in what types of experiments. The creation of the Initial Enumeration Case Universe and application of the stratification data are done as part of the RPO Universe Creation function.

Based on the stratifications, the RPO Universe Management function creates the initial mailing workload and sends it to the Forms Printing and Distribution operation (FPD), which prints and then mails the appropriate materials to mailable housing units for the Self-Response (SR) TEA. The first two of the five potential mailings for the SR TEA are sent unconditionally to all housing units in this TEA. These mailings are sent in English or English and Spanish based on the language stratification data and may include letters or—based on the self-response stratification—questionnaires.

During Data Collection

2 Once the RPO Universe Creation work is complete, the Initial Enumeration Case Universe is managed by the RPO Universe Management function, which tracks changes to the enumeration universe for future mailings and for the data collection operations.

People living in housing units are encouraged to self-respond through a partnership and communications campaign (not shown on this diagram), through mailings sent by FPD, and through paper questionnaires left at housing units as part of the Update Leave operation (UL).

To make it easy for people to respond and to reduce the paper workload, the Census Bureau is using an *Internet First* strategy for most housing units. Respondents can go to the internet and enter their response using the internet instrument as part of the Internet Self-Response operation (ISR). The internet option offers additional flexibility and allows people to respond in multiple languages. If a respondent calls the Census Questionnaire Assistance operation (CQA), a customer service representative may offer to collect the respondent's information by telephone. The information collected from these telephone interviews is entered by a customer

service representative using an ISR instrument similar to the public-facing instrument used by respondents.

Respondents can also mail paper questionnaire forms. These forms are received by the Paper Data Capture operation (PDC), which uses scanning and imaging technology to capture the information from these forms.

ISR receives the Initial Enumeration Case Universe from the RPO Universe Management function and uses the Enumeration Case Universe to link responses provided through the internet instrument to the appropriate case. If respondents do not have their unique Census ID available, they are still able to complete the census questionnaire as a non-ID response using the ISR instrument. The Non-ID Processing operation (NID) first attempts to match the address entered by the respondent or customer service representative to a known census address in real-time. For addresses that do not match, the response is still collected and is subject to later Non-ID Processing.



Response and status data collected through the various self-response data collection operations are sent (in digital format) to RPO's Response Data Integration function. Any responses collected through PDC or ISR that are submitted in languages other than English or Spanish are translated by staff at the Tucson (Arizona) Call Center on behalf of these operations before being sent to RPO. RPO's Universe Management function uses the response status data to determine the appropriate actions for the case.

During the self-response data collection time-period, reminder mailings are sent to housing units in the SR TEA. The first reminder is sent to all housing units in the SR TEA using the initial mailing workload as discussed above. Subsequent reminders are conditional and are only sent to those housing units that have not yet responded. The RPO Universe Management function sends a Conditional Mailing Workload to the FPD operation for these nonresponding units. FPD also receives from the RPO Universe Management function a list of mailable housing units in the UL TEA and mails two reminders to these housing units.

Any remaining Non-ID cases are sent by RPO to NID for post real-time Non-ID processing, which attempts to match addresses provided by respondents to known addresses in the Master Address File (MAF) using automated and clerical procedures. As needed, administrative records (AdRecs) are used to supplement the matching process. Most of these Non-ID cases will be from internet responses that could not be matched during real-time Non-ID processing. In addition, post data capture Non-ID processing will be required for paper forms for which the Census ID could not be read during data capture. The results of post real-time Non-ID matching

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are sent back to RPO. Based on predefined business rules, some of the responses that are not able to be matched through NID are sent to the field for verification as part of the Nonresponse Followup operation (NRFU).



The discussion above covers self-responses for people living in housing units. Special operations also exist to collect data from people living in other types of living quarters or for whom self-response is not a viable option:

- The Group Quarters operation (GQ) enumerates people living in group quarters (e.g., dormitories, correctional facilities, and nursing/skilled-nursing facilities) as well as people experiencing homelessness and receiving services at service-based locations, such as soup kitchens. GQ also enumerates people living on maritime and military vessels and living in group quarters on military installations using specialized procedures.
- The Enumeration at Transitory Locations operation (ETL) enumerates people who are living in special locations—such as recreational vehicle parks, campgrounds, racetracks, circuses, carnivals, marinas, hotels, and motels—and who do not have a usual home elsewhere.
- The Update Enumerate operation (UE) lists and enumerates housing units in areas that pose unique challenges to the standard self-response data collection operations. These housing units are in the UE and Remote Alaska TEAs, which cover remote areas of the country and other small, selected areas.

NRFU is another special operation whose primary purposes are to determine the housing unit status of addresses in the SR and UL TEAs for which a self-response was not received and to enumerate those that are believed to be occupied. As mentioned in number 3 above, NRFU also performs a field verification activity to verify selected addresses for Non-ID self-responses that could not be matched to known addresses through NID.

Based on the universe case type (derived from TEA and living quarter type), RPO sends the Initial Enumeration Case Universe/Workload to the GQ, ETL, and UE operations. GQ uses this universe to perform an advance contact activity to collect general information and determine the preferred method of enumeration. ETL also performs an advance contact activity to schedule appointments for enumerating its universe of cases.

NRFU does not require advance contact activities. For NRFU, the RPO Universe Management function creates an Initial Case Universe/Workload comprising all housing units in the SR and UL

TEAs for which a self-response was not received. The NRFU contact strategy is dependent on the results of an AdRec modeling activity. Four possible status outcomes result from this modeling for a given address:

- AdRec Vacant: No one lives there.
- AdRec Delete: There is no housing unit at that address.
- AdRec Occupied: There is a high probability that someone lives there and that the Census Bureau has high-quality data about that housing unit.
- AdRec No Determination: Administrative data are not sufficient to help determine the housing unit status, and a full contact strategy is required.

An initial attempt to enumerate is made for all addresses in the NRFU workload. NRFU sends to RPO information regarding the success of this and any subsequent enumeration attempts as part of the response status data.

AdRec Vacant and AdRec Delete housing units also receive an additional mailing from FPD. The RPO Universe Management function provides this AdRec mailing workload to FPD (as another type of Conditional Mailing).

RPO removes from the follow-up workload any AdRec Occupied cases that cannot be successfully resolved during the first attempt and triggers one final mailing (from FPD) to these addresses to encourage these households to self-respond. RPO also removes AdRec Vacant and AdRec Delete cases that cannot be successfully resolved during this first attempt, provided that those cases do not appear occupied and that information from the United States Postal Service (USPS) about the additional mailing indicates that the unit is either vacant or nonexistent. For all other cases, NRFU continues to attempt to enumerate the housing unit until the attempt is successful or the maximum number of attempts has been reached. Additional attempts are made for selected units during the NRFU Closeout phase based on a reassessment of the AdRec modeling results using a relaxed, lower quality threshold.

Self-responses can continue to arrive at any time during NRFU. Accordingly, RPO flags housing units in the follow-up workload for which RPO has received a self-response or tracing information from the USPS that indicates that a return is on its way to one of the paper data capture facilities. NRFU is notified about these flagged households as soon as the information is available so that it can remove the housing units from the daily workload, if possible. Any self-responses that are flagged but later found by RPO to have insufficient enumeration data are added back to the NRFU workload for continued enumeration attempts. The RPO Universe Management function tracks this information and uses it to determine what to include in the

next day's follow-up workload. Housing units that have been successfully enumerated are not included in subsequent follow-up workloads.

For NRFU, field data are collected by electronic devices. The electronic data are sent to the RPO Response Data Integration function, which subsequently provides this information to the Decennial Response Processing function for further processing. Paper questionnaires are used to enumerate at living quarters during UE and at housing units during ETL. These paper questionnaires are checked-in at area census offices (ACOs) and then sent to the paper data capture facilities, where they are scanned and imaged by PDC. PDC sends the captured data and case status information to RPO in digital format.

GQ is primarily a paper operation. Group quarter responses collected on paper questionnaires are checked-in at the ACOs and sent to PDC for scanning and imaging before being transmitted to RPO. Case status updates are sent to RPO as part of the check-in process. GQ data provided in electronic files (eResponses) require additional processing to prepare the data before they are electronically transmitted to RPO. GQ data collected on paper rosters are entered by ACO clerks into the same file format that is used for eResponses. These response data are then sent electronically to RPO.

As part of the Evaluations and Experiments operation (EAE), the Census Bureau may test different questionnaire content and data collection methodologies during the 2020 Census to help evaluate content and modes for the 2020 Census and inform design changes for the 2030 Census. Addresses that are selected to be part of these experiments are identified in the initial universe (see number 1 above). For those addresses, the EAE operation sends households questionnaires with various experimental items, packaging, etc., to assess the impact made on the response or lack thereof. Respondents receiving EAE questionnaires and notices will respond via ISR, CQA, PDC, or NRFU.



RPO's Decennial Response Processing function performs quality assurance activities as well as coding and other preparation steps on incoming self-response data.

The RPO Universe Management function also supports a Coverage Improvement (CI) activity, the goal of which is to ensure a high-quality census by conducting telephone follow-up for households where there could be coverage issues on submitted responses. CI is a follow-up activity and is therefore considered a component of NRFU, however, the CI telephone interviews are performed by CQA. CQA receives from the RPO Universe Management function a set of cases with potential coverage issues and provides the results of these cases back to RPO's Response Data Integration function.

6 As noted above, universe and address updates occur during field operations. Census Bureau field staff may uncover changes to addresses as they perform their daily assignments in any field operation. For example, a UL or UE lister may add an address or find an error in the address or geographic data based on the listing activities, or a NRFU enumerator or a UL lister may go to an address and find an additional unit, such as a garage apartment located on the premises. All listing results and other address changes are sent to the RPO Geographic Data Integration function, which passes the information on to the GDP function in GEOP.

Changes to the address list may also come from other sources, such as appeals from the Local Update of Census Addresses operation (LUCA), the review of addresses performed by the Count Review operation (CRO), and updated files from the postal service. The GDP function within GEOP updates the address data and sends these to RPO's Universe Management Function, which provides these cases to the appropriate operation. Depending on the timing, living quarter type, and TEA designation, RPO may initiate one or more mailings to these new addresses through FPD to encourage self-response.

7 All field operations (GQ, UL, ETL, UE, and NRFU) include quality control (QC) functions.

For GQ, the field operational control system creates a sample of the field enumeration cases for QC by ACO staff, who conduct telephone reinterviews for this sample set of cases to confirm that a GQ enumerator visited the site and that the total population count is correct.


For UL, the RPO Quality Control Management function selects a sample set of basic collection units (BCUs) for relisting. The QC Listing Results are sent back to the RPO Quality Control Management function for further processing. RPO does not send any changes resulting from UL listing to GEOP until the lister has passed the QC check. Further, if the QC activities result in a hard fail, BCUs already worked may require relisting. RPO includes this rework in subsequent UL production workloads.

QC methods for ETL and UE are performed primarily in the field, tailored to meet the circumstances of these unique paper-based operations.


NRFU includes multiple methods for ensuring high-quality data collection. Several of these are integrated into the staff management activities. In addition, samples of field follow-up cases are selected for reinterview (RI), a process whereby the response data are collected again and compared with the original collected data. The RPO Quality Control Management function creates the RI workload and sends it to the NRFU operation. The RI cases are handled by NRFU

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field staff. The RI results are sent to the RPO Quality Control Management function, which performs an automated comparison of the RI data against the original data. Anomalies are sent back to NRFU, where additional research is conducted to determine how these cases should be handled. The results of this review (adjudication outcomes) are sent back to the RPO Quality Control Management function. In some cases, the adjudication requires that prior cases performed by the enumerator at fault be reworked. RPO puts these cases back into the NRFU workload as appropriate.

 NRFU, UE, UL, ETL, and parts of the GQ operation are performed in the field. Several operations provide the support for these field data collection activities. The Field Infrastructure operation (FLDI) recruits, hires, onboards, and trains the staff needed to conduct these operations and operates the field offices during production. The Decennial Logistics Management operation (DLM) provides the space and logistics support (e.g., supplies and kits) for the offices and the field staff. The Decennial Service Center operation (DSC) provides technical support for field and field office staff. Finally, the IT Infrastructure operation (ITIN) provides the hardware and software used by the field staff and field offices.

Post-Data Collection

 Once data collection is complete, additional processing occurs to prepare the counts for use in apportionment and the data used by the Data Products and Dissemination operation (DPD) to create data products for redistricting and other purposes. The RPO Decennial Response Processing function handles this post-data collection processing, which includes multiple activities:

- Supplementing response data with administrative records for those cases that had been identified as AdRec Occupied but for which a nonresponse follow-up attempt was unsuccessful, and no subsequent self-response was received.
- Determining the final enumeration universe by reconciling or applying final address and block data from the GDP component of GEOP.
- Determining the returns of record for situations where multiple responses have been received for the same housing unit.
- Performing count and status imputations.
- Performing consistency editing and characteristic allocation supplemented with administrative records data.

- Applying tabulation geography.
- Performing disclosure avoidance (Note: This is done by RPO for Island Areas Censuses data only. Disclosure avoidance for stateside/PR data is handled by DPD).

Similar processing occurs for responses from group quarters. Responses collected through the EAE operation may require slightly different activities.

Through these processing activities, the RPO Decennial Response Processing function creates multiple files for stateside/PR response data, including the Decennial Response File (DRF), the Census Unedited File (CUF), and the Census Edited File (CEF). RPO also creates an Island Areas CUF (IA-CUF), Island Areas CEF (IA-CEF), and Island Areas Microdata Detail Files (IA-MDF) for the Island Areas Censuses (IAC) response data. Each of these files is reviewed within the Census Bureau before the data are sent to the next stage of processing. Some of these reviews are done as part of the CRO. The CUF, the CEF, the IA-CUF, and the IA-MDF are sent to DPD via the Census Data Lake (CDL). DPD uses these files as inputs for data products creation and creates the stateside/PR MDFs using the CEF as input. RPO also sends data collected as part of EAE back to the EAE operation for further analysis.

2.5 GQ Design Assumptions

The design of the Group Quarters operation is based on the following assumptions:

- Production Control System (PCS) system is available to support GQAC.
- eResponse functionality includes capability to format electronic response data.
- Maritime/military enumeration will be paper-based.
- All necessary and required systems for GQ operations will be tested and operational.
- DVS will be enumerated using confidential and *ad hoc* procedures.
- Paper methodologies are implemented for GQs without available eResponse data.
- The Operational Control System (OCS) has the capability to link resident-level paper questionnaires to their correct GQ.

2.6 Changes to GQ Operation Since the Publication of the v1.0 Detailed Operational Plan

Changes to the GQ operation since the publication of the version 1.0 Detailed Operational Plan include those brought about because of the COVID-19 pandemic and other operational changes. Changes are also discussed later in the document in the affected sections. The GQ operation sent emails for login credentials to GQ administrators using the eResponse data

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collection. The GQ operation extended the dates for GQE eResponse. The GQ field operation started July 1 instead of April 1. The SBE was moved from the end of March 2021 to the end of September 2021. The enumeration method options for the SBE were expanded.

The GQE and SBE conducted a follow-up GQAC with GQ administrators who had selected in-person enumeration options. The additional contact was to encourage GQ administrators to select enumeration methods with little to no in-person contact and to provide an updated appointment date. The GQE provided mail out/mail back for the Paper Response Data Collection template from the ACOs. Training innovations included offering training by podcast and other noncontact training methods. For MVE, the enumeration option was expanded to the use of emailed Paper Response Data Collection template. MVE POCs responded by email using secure encryption.

3. Group Quarters Operation Detailed Process Description

Figure 3 is a top-level Business Process Model (BPM) showing the Level 1 activity areas within the Group Quarters (GQ) operation. BPMs for the 2020 Census follow industry-standard Business Process Model and Notation (BPMN). An explanation of how to read the BPMN notations and a full-sized copy of all the BPMN diagrams for this operation are provided in a file separate from this document.

This top-level BPM serves as the Context Model for the GQ operation. A BPMN Context Model displays the high-level activities within the operation and relationships between them, whereas the Integrated Definition, Level 0 (IDEF0) Context Diagram shown earlier depicts the boundaries of the operation or activity and the interfaces between the operation or activity and other operations and activities with which it is associated.

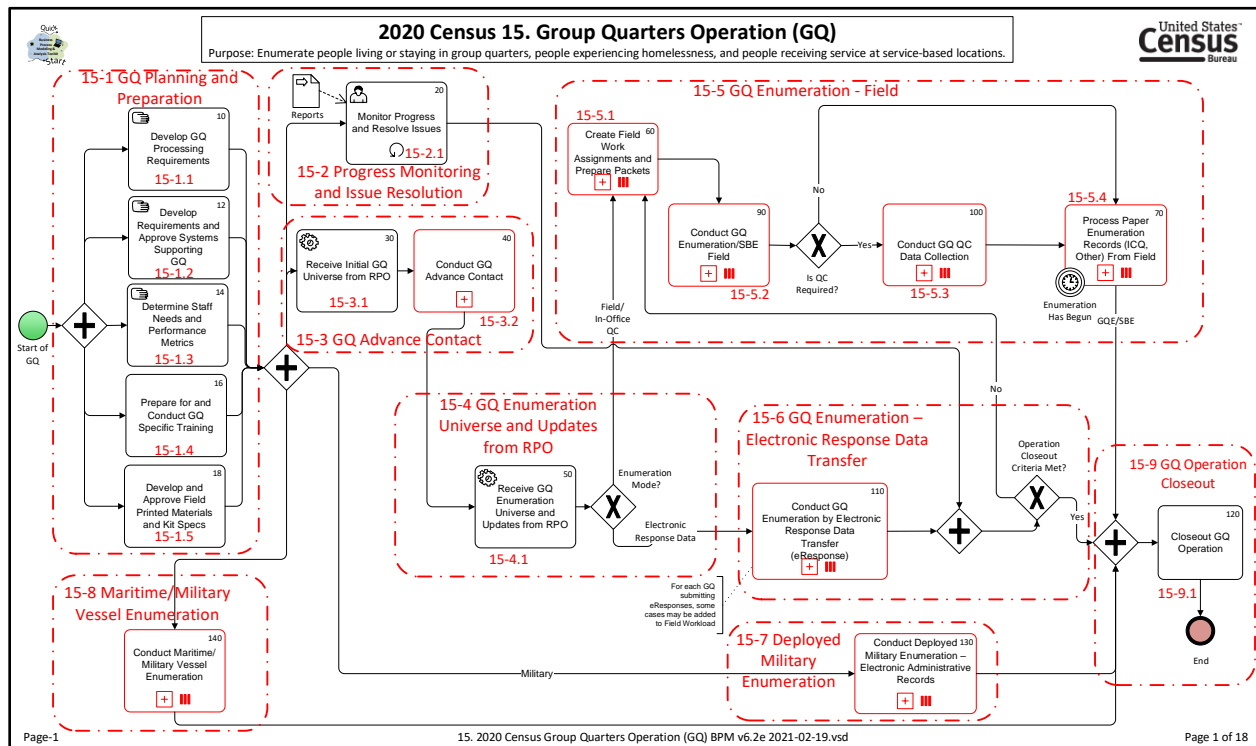


Figure 3: GQ Operation Context Model

The GQ operation is subdivided into the following activity areas:

- GQ Planning and Preparation [GQ 15-1].
- Progress Monitoring and Issue Resolution [GQ 15-2].

- GQ Advance Contact [GQ 15-3].
- GQ Enumeration Universe and Updates from RPO [GQ 15-4].
- GQ Enumeration – Field [GQ 15-5].
- GQ Enumeration – Electronic Response Data Transfer [GQ 15-6].
- Deployed Military Enumeration [GQ 15-7].
- Maritime/Military Vessel Enumeration [GQ 15-8].
- GQ Operation Closeout [GQ 15-9].

The business processes for each of these Level 1 activity areas are discussed along with their inputs and outputs in the following subsections.

3.1 GQ Planning and Preparation [GQ 15-1]

Figure 4 shows the BPM for the GQ Planning and Preparation [GQ 15-1] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ operation.

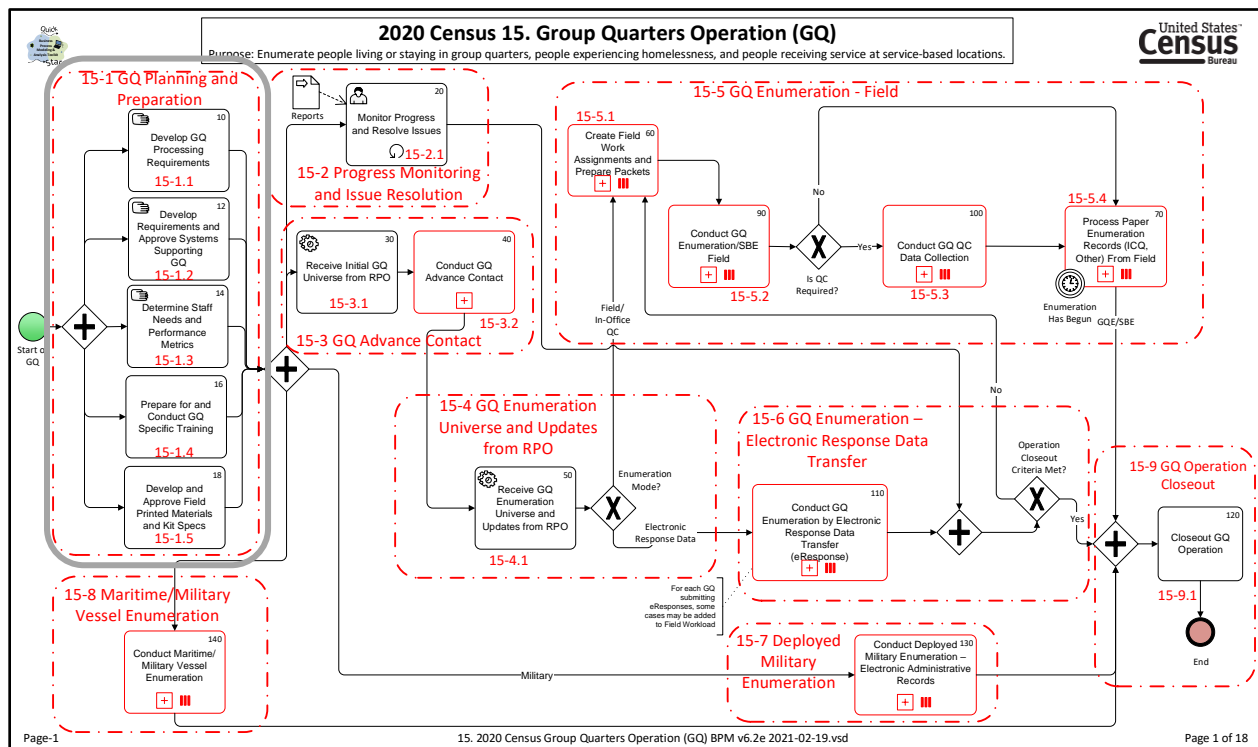


Figure 4: GQ Planning and Preparation [GQ 15-1] Constituent Activities

The GQ Planning and Preparation activity area is subdivided into the following operational subactivities:

- GQ Planning and Preparation [GQ 15-1].
 - Develop GQ Processing Requirements [GQ 15-1.1].
 - Develop Requirements and Approve Systems Supporting GQ [GQ 15-1.2].
 - Determine Staff Needs and Performance Metrics [GQ 15-1.3].
 - Prepare for and Conduct GQ-Specific Training [GQ 15-1.4].
 - Develop and Approve Field Printed Materials and Kit Specs [GQ 15-1.5].

Subsequent sections describe the GQ Planning and Preparation operational subactivities in detail.

3.1.1 Develop GQ Processing Requirements [GQ 15-1.1]

The “Develop GQ Processing Requirements” operational subactivity is subdivided into the following constituent activities:

- Develop GQ Processing Requirements [GQ 15-1.1].
 - Develop GQ Business Rules [GQ 15-1.1.1].
 - Develop GQ Quality Control Plans [GQ 15-1.1.2].

Subsequent sections describe the Develop GQ Processing Requirements operational subactivities in detail.

3.1.1.1 Develop GQ Business Rules [GQ 15-1.1.1]

The GQ Operation Integrated Project Team (IPT) in coordination with the Special Enumerations Branch has developed business rules for the 2020 Census operation.

3.1.1.2 Develop GQ Quality Control Plans [GQ 15-1.1.2]

The Decennial Statistical Studies Division (DSSD) develops quality control (QC) plans for the GQ operation with inputs from the GQ Operation IPT. Cases for quality control interviews are sampled. QC interviews include two questions to assess the quality of each enumerator’s work. The following is a summary of the types of QC planned for the 2020 GQ operation:

- **Random Reinterview** – Involves random selection of 10 percent of eligible cases completed by GQ field enumerators. Cases will be randomly selected for reinterview

from one of the first 10 eligible cases of an enumerator and then selected from every 10th eligible case afterward of that enumerator.

- **Supplemental Reinterview** – Area census office (ACO) management will be able to select cases for supplemental reinterview for any enumerator at any time for any reason (e.g., if it is suspected that the enumerator may not be following proper procedures).

3.1.2 Develop Requirements and Approve Systems Supporting GQ [GQ 15-1.2]

The GQ Operations IPT and stakeholders have developed a detailed set of 2020 Census operational and systems requirements for the GQ operation. These requirements have been provided to the Decennial Information Technology Division (DITD). DITD develops systems supporting GQ operations and manages the overall systems approval and deployment processes.

3.1.3 Determine Staff Needs and Performance Metrics [GQ 15-1.3]

The “Determine Staff Needs and Performance Metrics” operational subactivity is subdivided into the following constituent activities:

- Determine Staff Needs and Performance Metrics [GQ 15-1.3].
 - Determine Estimated GQ Operational Workload by Geographic Area [GQ 15-1.3.1].
 - Define Operational Performance Metrics and Targets [GQ 15-1.3.2].
 - Provide Requirements for GQ Staff Supplies and Materials [GQ 15-1.3.3].

Subsequent sections describe the Determine Staff Needs and Performance Metrics operational subactivities in detail.

3.1.3.1 Determine Estimated GQ Operational Workload by Geographic Area [GQ 15-1.3.1]

The GQ Operation IPT develops operational workload estimates based upon overall estimates of the number of GQs identified as part of the Group Quarters Enumeration (GQE) field workload. [Table 8](#) describes the expected field staffing and ratios for GQ operations.

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Table 8: Estimated GQ Field Staff Ratios and Nationwide Counts

Staff	Expected Ratio	Estimated Nationwide Count
Census Field Manager (CFM)	Estimate of 1 CFMs in each area census office	248
Census Field Supervisor (CFS)	Estimate of 12 - 13 CFSs for each CFM	3,000
Enumerator	Estimate of 6 - 9 enumerators for each CFS	43,000

3.1.3.2 Define Operational Performance Metrics and Targets [GQ 15-1.3.2]

The GQ Operation IPT defines the performance targets and metrics for the overall GQ operation. Survey-Operational Control System (S-OCS) receives information from the Field-Operational Control System (F-OCS) to enable HQ staff to track the status and outcomes of GQ operations throughout the operations life cycle. Applicant payroll, hours, and case completion statuses are also captured and compared with expected performance thresholds. Operational performance metrics as part of the problem resolution processes are captured through rework and reinterview reports. These reports are used by ACO staff to track the progress of rework for selected enumerator cases. Census field supervisors (CFSs) serve a key role in reviewing overall enumerator productivity to support the conduct of the census for GQ.

3.1.3.3 Provide Requirements for GQ Staff Supplies and Materials [GQ 15-1.3.3]

The “Provide Requirements for GQ Staff Supplies and Materials” operational subactivity is subdivided into the following constituent activities:

- Provide Requirements for GQ Staff Supplies and Materials [GQ 15-1.3.3].
 - Provide Field Enumeration Materials Content [GQ 15-1.3.3.1].
 - Provide Kit Requirements [GQ 15-1.3.3.2].

Provide Field Enumeration Materials Content [GQ 15-1.3.3.1]

There is an extensive scope of forms and letters accompanying GQ field operations. The Group Quarters Advance Contact (GQAC) activity will send out advance letters to GQ facility contacts. Facility contacts will receive GQ and Service-Based Enumeration (SBE) information from brochures and facility letters by GQ type.

Clerks in the ACO will create assignment materials using various forms from OCS and preprinted forms from the National Processing Center (NPC). Some of those forms are the GQ Enumeration Record, GQ Listing Sheet, labels, and Individual Census Questionnaires (ICQs). Once the

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operation starts, enumerators will collect all the demographic data on ICQs. Enumerators will also have various census forms, like the confidentiality notice, facility access letters, and checklists to help them complete their work.

Provide Kit Requirements [GQ 15-1.3.3.2]

Field Division (FLD) works closely with NPC in developing and validating kit specifications and requirements. Kits that are prepared will be specific to GQ operations as summarized below.

All the materials needed for CFS training are contained in training kits:

- Kit 662.20, *GQE Census Field Supervisor Instructor Kit*. This kit contains all the materials the instructor needs to conduct the GQE CFS training.
- Kit 662.20(A), *GQE Census Field Supervisor Trainee* (one for each trainee). The trainee kit contains all the materials that the trainee needs to participate in the CFS training session.
- Kit 562.20, *GQE Census Field Supervisor Supply*, for each trainee. This kit has materials and supplies for the crew leader following the completion of the training.

All the materials needed for enumerator training are contained in training kits:

- Kit 669.12, *Group Quarters Enumeration Enumerator Trainee Instructor Kit*. This kit contains all the materials needed for the instructor to conduct enumerator training.
- Kit 669.12(A), *Group Quarters Enumeration Enumerator Trainee* (one for each trainee). The trainee kit contains all the materials the trainee needs to participate in the enumerator training session.
- Kit D-569.12, *Group Quarters Enumeration Enumerator Supply Kit* (one for each trainee). It includes extra ICQs, Confidentiality Notices, brochures, etc., the enumerator will need to enumerate GQs.

3.1.4 Prepare for and Conduct GQ-Specific Training [GQ 15-1.4]

The “Prepare for and Conduct GQ-Specific Training” operational subactivity is subdivided into the following constituent activities:

- Prepare for and Conduct GQ-Specific Training [GQ 15-1.4].
 - Prepare for GQ-Specific Training [GQ 15-1.4.1].
 - Conduct GQ-Specific Training [GQ 15-1.4.2].

Subsequent sections describe the Prepare for and Conduct GQ-Specific Training operational subactivities in detail.

3.1.4.1 Prepare for GQ-Specific Training [GQ 15-1.4.1]

The “Prepare for GQ-Specific Training” operational subactivity is subdivided into the following constituent activities:

- Prepare for GQ-Specific Training [GQ 15-1.4.1].
 - Provide GQ-Specific Training Content and Requirements [GQ 15-1.4.1.1].
 - Review and Approve GQ-Specific Training [GQ 15-1.4.1.2].

Provide GQ-Specific Training Content and Requirements [GQ 15-1.4.1.1]

FLD provides GQ-specific training content based upon requirements developed by the GQ Operations IPT. FLD GQ Branch provides training materials for both office and field employees for the GQAC and GQ Enumeration phases. FLD Decennial Management Training Branch provides training materials for RCC management staff and the census field manager in the ACO. Training for the clerical staff on GQAC will be through classroom training. The enumerator and CFS training were initially planned to be three days of classroom training with some administrative online modules. Because of the safety guidelines pertaining to the COVID-19, training was conducted by podcast and other non-contact methods.

Review and Approve GQ-Specific Training [GQ 15-1.4.1.2]

FLD reviews and approves GQ-specific training. The objectives of the review and approval process are to ensure completeness of the training content and to confirm the types of training. As examples, enumerators receive enumeration-specific training. Census field supervisors (CFS) receive training geared toward their supervisory roles, including administrative functions.

3.1.4.2 Conduct GQ-Specific Training [GQ 15-1.4.2]

FLD conducts GQ-specific training for the range of field personnel supporting GQAC and GQE. The following are examples of the types of training and schedule planned for the 2020 Census GQAC and GQE. FLD plans a dry run for subject matter experts to engage in the entire process as listed below.

Tentative Dry Run activities for GQAC and GQE are as follows:

- GQAC Clerk and CFS.

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- GQ CFM Dry Run.
- GQE Enumerator Dry Run.
- GQE CFS Dry Run.

Training activities for GQAC and GQE are as follows:

- GQAC CFM Training.
- GQAC Clerk Training.
- GQAC CFS Training.
- GQE Clerk Training.
- GQE CFM Training.
- GQE CFS Training.
- GQE Enumerator Training.

3.1.5 Develop and Approve Field Printed Materials and Kit Specs [GQ 15-1.5]

The GQ operation will coordinate closely with the Decennial Logistics Management and Field Infrastructure operations as part of the finalization and approval of printed materials and kit specs.

3.2 Progress Monitoring and Issue Resolution [GQ 15-2]

[Figure 5](#) shows the BPM for the Progress Monitoring and Issue Resolution [GQ 15-2] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ Operation.

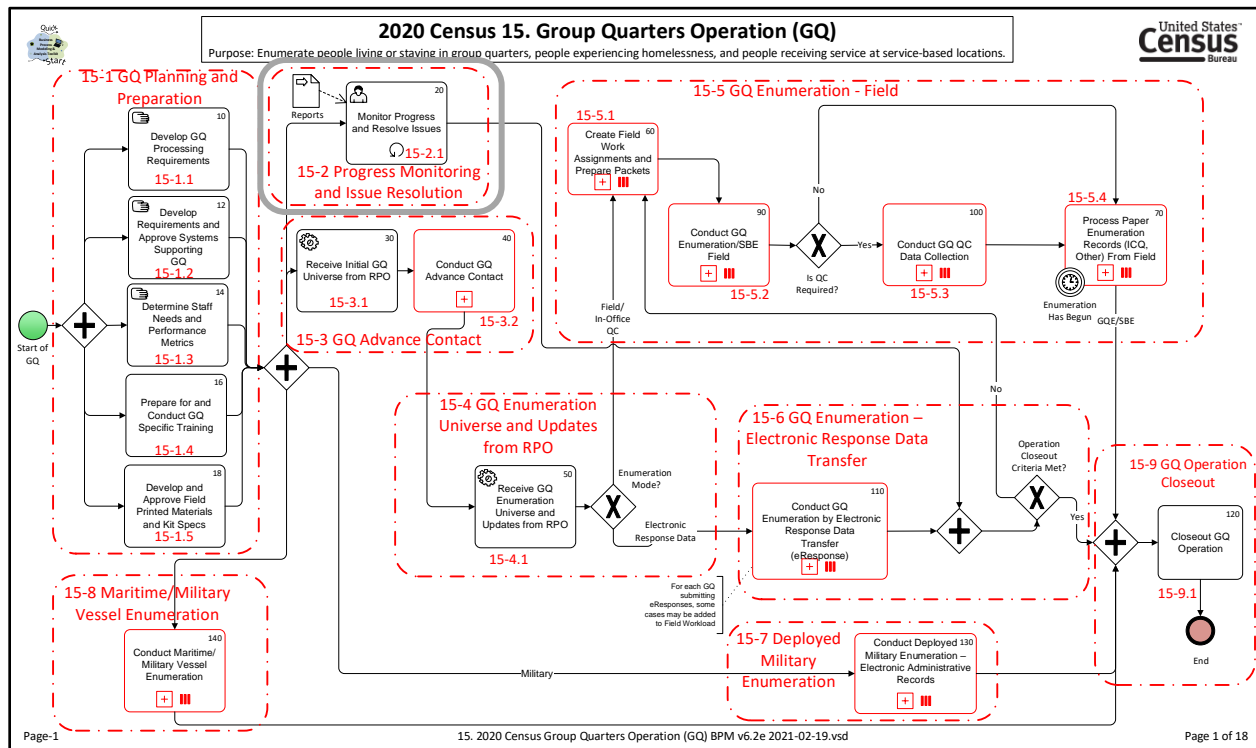


Figure 5: Progress Monitoring and Issue Resolution [GQ 15-2] Constituent Activities

The Progress Monitoring and Issue Resolution activity area has one subactivity, as shown below:

- Progress Monitoring and Issue Resolution [GQ 15-2].
 - Monitor Progress and Resolve Issues [GQ 15-2.1].

GQ operation progress monitoring includes both cost and operational monitoring activities. HQ and RO managers monitor the overall status of GQ cases on a regional and assignment area basis. ACO managers will use OCS to monitor and control the progress and performance of Census field workers. F-OCS generated reports enable management to quickly spot trends or potential problem areas for attention. Issue resolution is managed by well-defined processes and escalation procedures. CFSs perform important front-line functions to resolve issues by phone, by reassignment of staff to meet spikes in workload or to correct potential quality problems, and by in-person visits with GQ administrators when necessary to resolve issues.

3.3 GQ Advance Contact [GQ 15-3]

Figure 6 shows the BPM for the GQ Advance Contact [GQ 15-3] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ Operation.

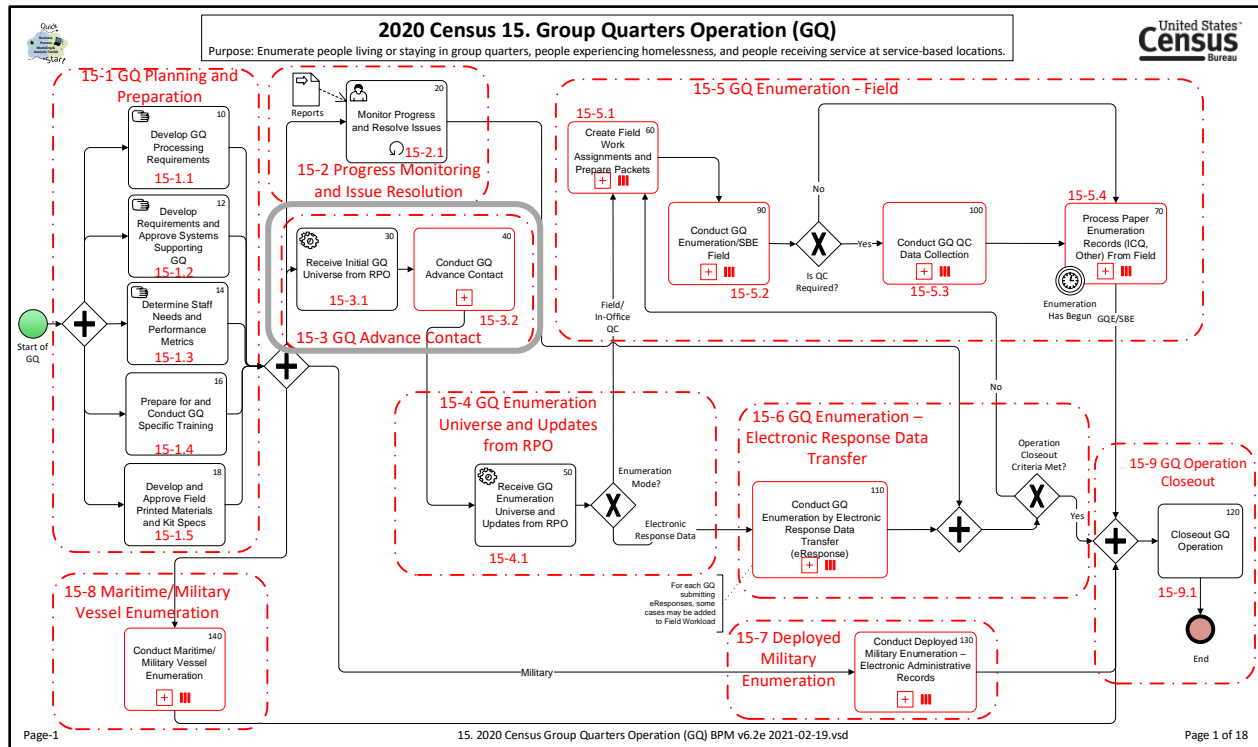


Figure 6: GQ Advance Contact [GQ 15-3] Constituent Activities

GQAC activity area is subdivided into the following operational subactivities:

- GQAC [GQ 15-3].
 - Receive Initial GQ Universe from RPO [GQ 15-3.1].
 - Conduct GQ Advance Contact (GQAC) [GQ 15-3.2].

The GQ operation will use an integrated approach for the 2020 Census during Address Canvassing (In-Field and In-Office) to improve the GQ frame. Updates will go into the MAF, and then the enumeration extract for GQAC will contain those updates. The initial universe is

accessible to clerks in the ACOs for the GQAC. The DITD Production Control System (PCS) is the system allocated for GQAC.

3.3.1 Receive Initial GQ Universe from RPO [GQ 15-3.1]

GEO/DITD creates an extract of the GQ universe from the MAF database. This extract includes GQ updates resulting from the Address Canvassing operation, which occurs before GQAC. GEO/DITD provides the extract to the Response Processing Operation (RPO), and RPO provides this extract in the form of a file of GQs to be contacted during GQAC.

3.3.2 Conduct GQ Advance Contact [GQ 15-3.2]

During GQAC, ACOs called each GQ to verify the necessary GQ information and obtain the enumeration method preferred by them and address any questions related to the enumeration. If the clerk cannot complete a GQAC phone interview, the case is assigned to a GQAC CFS for an in-field interview. The “Conduct GQ Advance Contact” operational subactivity is subdivided into the following constituent activities:

- Conduct GQAC [GQ 15-3.2].
 - Attempt GQAC [GQ 15-3.2.1].
 - Collect GQAC Information [GQ 15-3.2.2].
 - Conduct GQ Add Process [GQ 15-3.2.3].
 - Update GQAC Status [GQ 15-3.2.4].

A detailed view of the constituent activities that make up the “Conduct GQ Advance Contact” operational subactivity is given in [Figure 9](#) ~~Figure 7~~ below.

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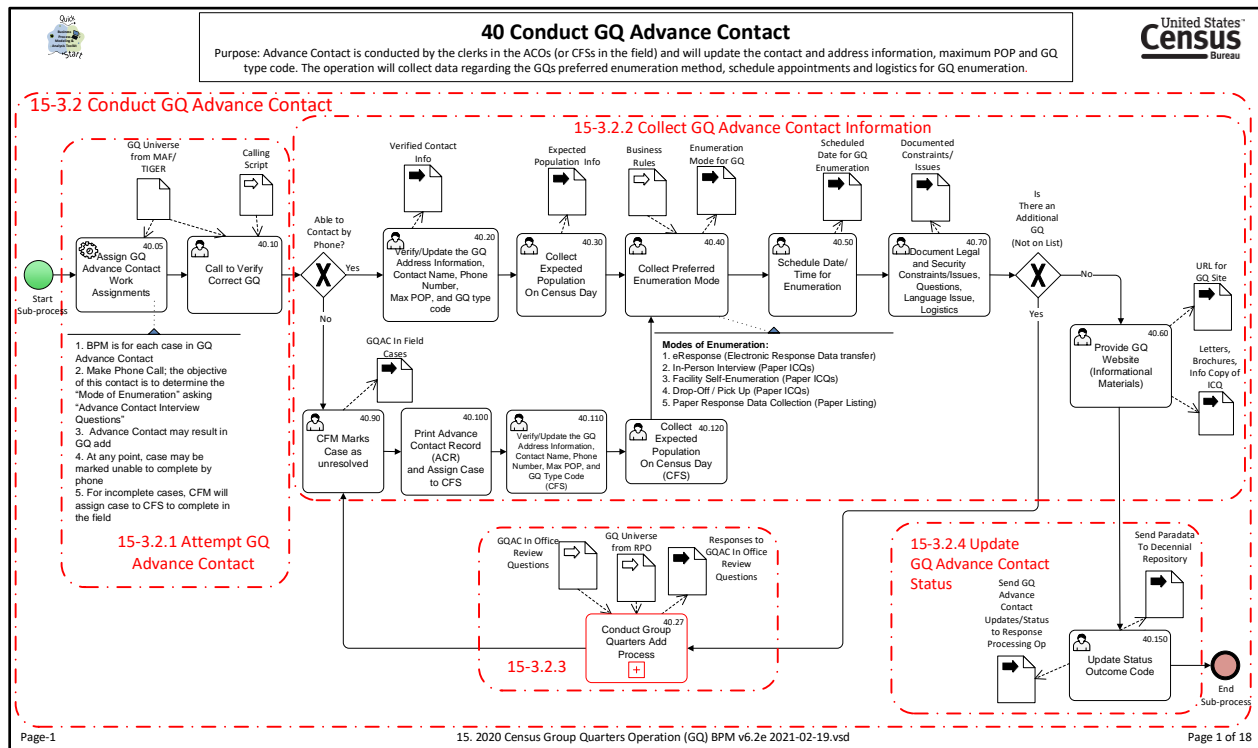


Figure 7: Conduct GQ Advance Contact

3.3.2.1 Attempt GQ Advance Contact [GQ 15-3.2.1]

A detailed view of the constituent activities that make up the "Attempt GQ Advance Contact" operational subactivity is given in [Figure 8](#) below.

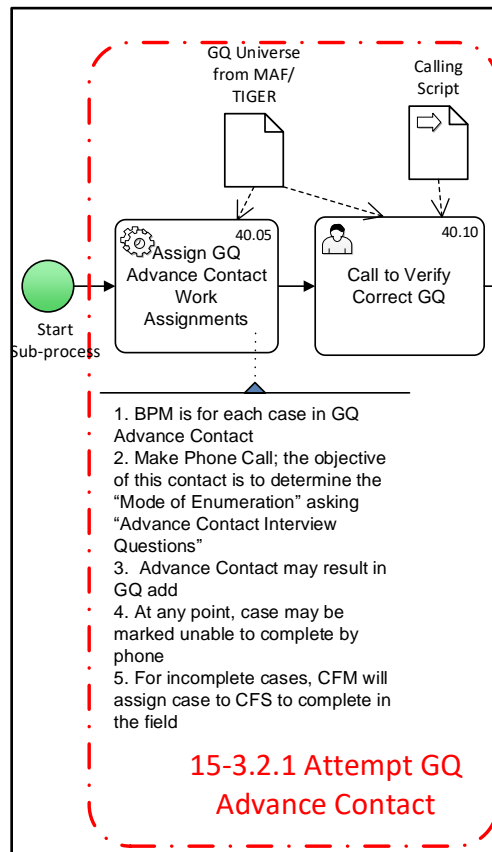


Figure 8: Attempt GQ Advance Contact

The F-OCS will assign GQAC work. Clerks in the ACOs contact GQ points of contact (POCs) identified from the GQ universe. Clerks will use a well-defined call script, including providing confidentiality information, to ensure that all necessary information is obtained from each GQ contact called. GQs that are unable to be contacted by clerks in the office move on to the GQAC In-Field data collection. The clerks print Advance Contact Records for each case, and the CFM assigns the cases to a CFS. The CFS visits the GQ to conduct the GQAC interview in person, using a paper script. The CFS enters the GQ POC's responses on the paper script. The CFS returns the paper scripts to the ACO, where the clerks key the data into PCS. Completed cases and unresolved cases after the in-field phase flow into the GQ Enumeration workload.

3.3.2.2 Collect GQ Advance Contact Information [GQ 15-3.2.2]

A detailed view of the constituent activities that make up the "Collect GQ Advance Contact Information" operational subactivity is given in [Figure 9](#) below.

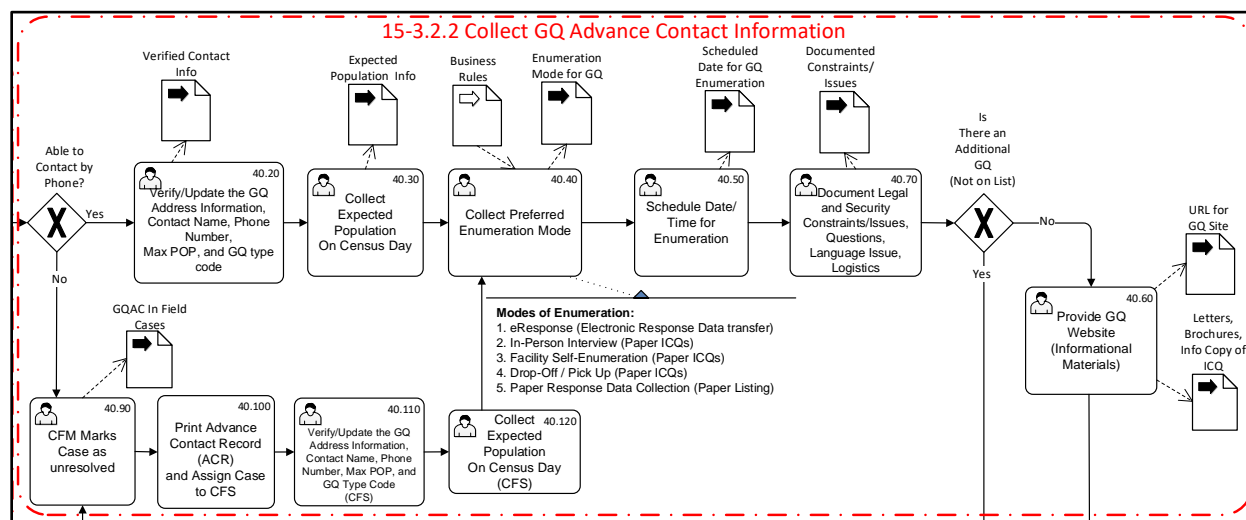


Figure 9: Collect GQ Advance Contact Information

PCS is used to collect the results of the GQAC contacts. Information collected includes GQ name, address, contact name, contact phone number, expected population, and preferred enumeration method. In addition to collecting general GQ information, clerks also use the PCS system to collect information that is specific to SBE locations. SBE locations include soup kitchens (SKs), emergency and transition shelters (SHs), and regularly scheduled mobile food vans (RSMFVs), and targeted non-sheltered outdoor locations (TNSOLs). Information collected for SBEs includes the days and earliest times facilities are operating, latest times services are available to recipients, times largest meals are served, expected population, and numbers and locations of mobile food van stops.

3.3.2.3 Conduct GQ Add Process [GQ 15-3.2.3]

A detailed view of the constituent activities that make up the “Conduct GQ Add Process” operational subactivity is given in [Figure 10](#) below.

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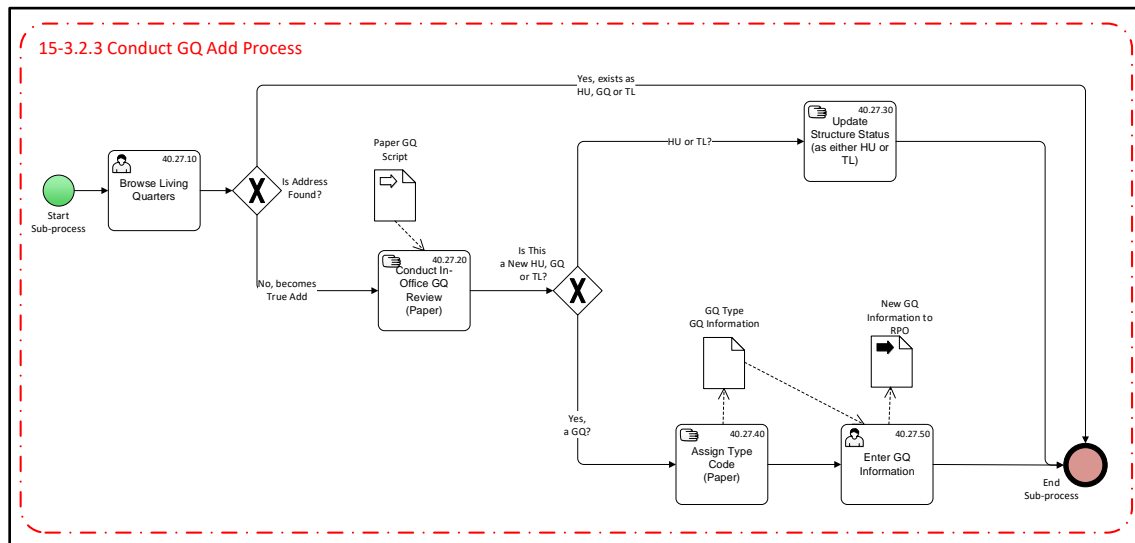


Figure 10: Conduct GQ Add Process

Structures that are identified as potential Adds during GQ Advance Contact (GQAC) undergo a Browse Living Quarters (BLQ) check by clerks in the ACO. (BLQ is a capability in the MOJO/Hermes system.) This BLQ check helps identify whether the structure exists in the current universe. The BLQ check also helps to identify the type of existing structure as either a housing unit (HU), transitory location (TL), or a group quarters (GQ). HUs and TLs that are identified are sent to the field for enumeration. If the address is not found during the BLQ search, the clerk proceeds to call the POC to conduct an in-office GQ review. The review is designed to obtain—and update as needed—information on the GQ Name and Facility Name, and to change only minor misspellings of Location Street Name, if identified.

Based upon the results of the review, the clerk enters the GQ Type Code and other information gathered into the PCS system.

3.3.2.4 Update GQ Advance Contact Status [GQ 15-3.2.4]

A detailed view of the constituent activities that make up the “Update GQ Advance Contact Status” operational subactivity is given in [Figure 11](#) below.

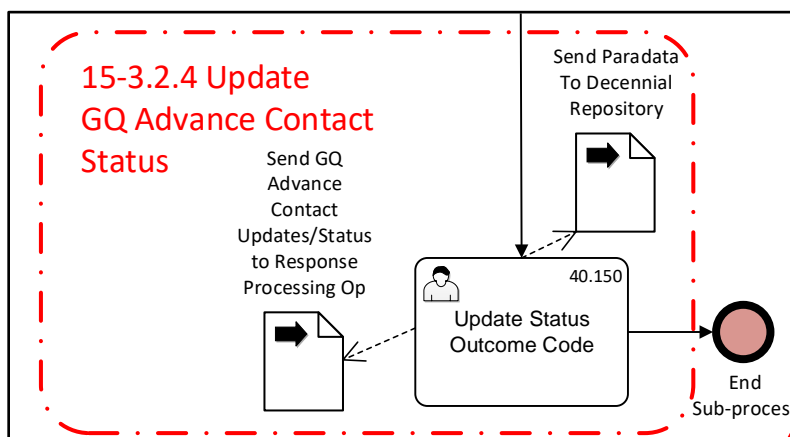


Figure 11: Update GQ Advance Contact Status

If the clerk or CFS is able to complete the advance contact, all information, including updates, is input into F-OCS to support enumeration. Updates to information are included in the collection system. The status identifies whether the contact status is complete or whether the case has been transferred to the field workload. Any new GQs that are identified during GQAC. are marked as GQ adds and need validation in the MAF. To support workload forecasting, both the GQ type and maximum population are requested for newly identified GQs. New GQs that are validated are then added to the field workload.

3.4 GQ Enumeration Universe and Updates from RPO [GQ 15-4]

[Figure 12](#) shows the BPM for the GQ Enumeration Universe and Updates from RPO [GQ 15-4] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ operation.

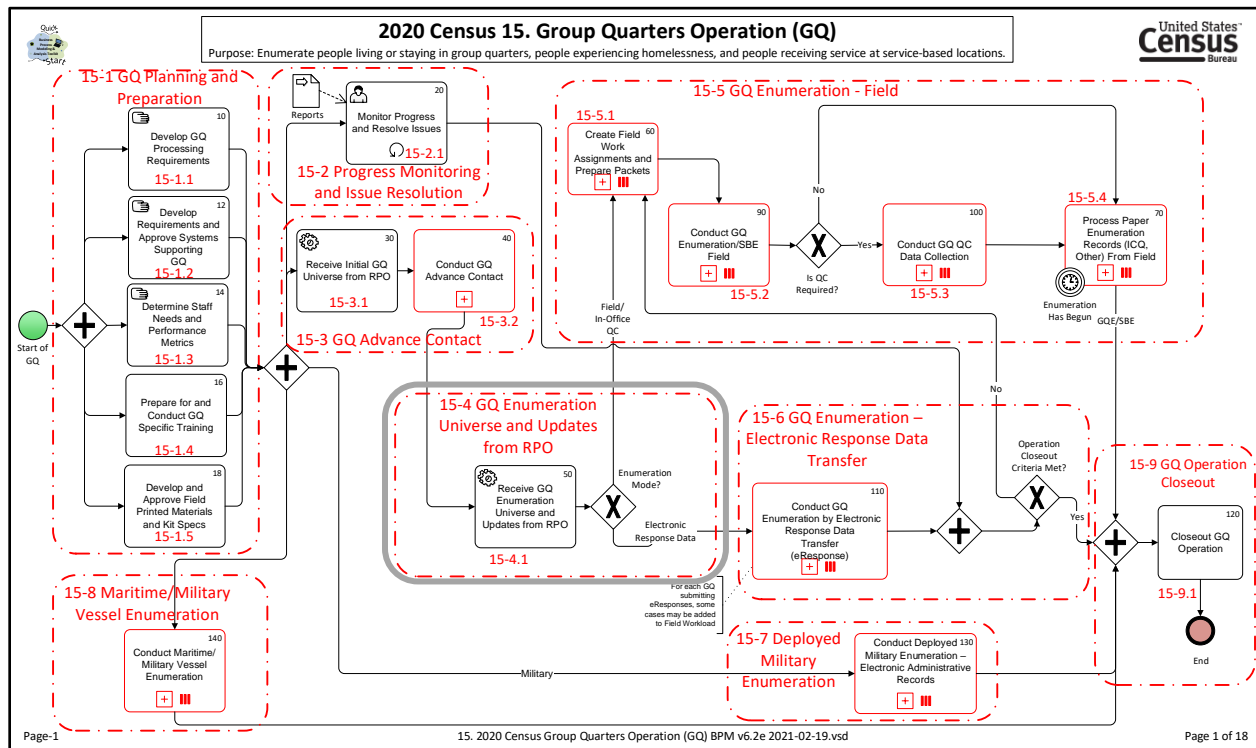


Figure 12: GQ Enumeration Universe and Updates from RPO [GQ 15-4] Constituent Activities

The GQ Enumeration Universe and Updates from RPO activity area has one subactivity, as shown below:

- GQ Enumeration Universe and Updates from RPO [GQ 15-4].
 - Receive GQ Enumeration Universe Updates from RPO [GQ 15-4.1].

GEO/DITD creates the GQ Enumeration Universe based upon a combination of existing GQ records in the MAF as well as GQ addresses identified during the Address Canvassing In-Office Review. In addition, updates from GQAC are sent from RPO to update the GQ enumeration universe.

3.5 GQ Enumeration – Field [GQ 15-5]

Figure 13 shows the BPM for the GQ Enumeration – Field [GQ 15-5] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ operation.

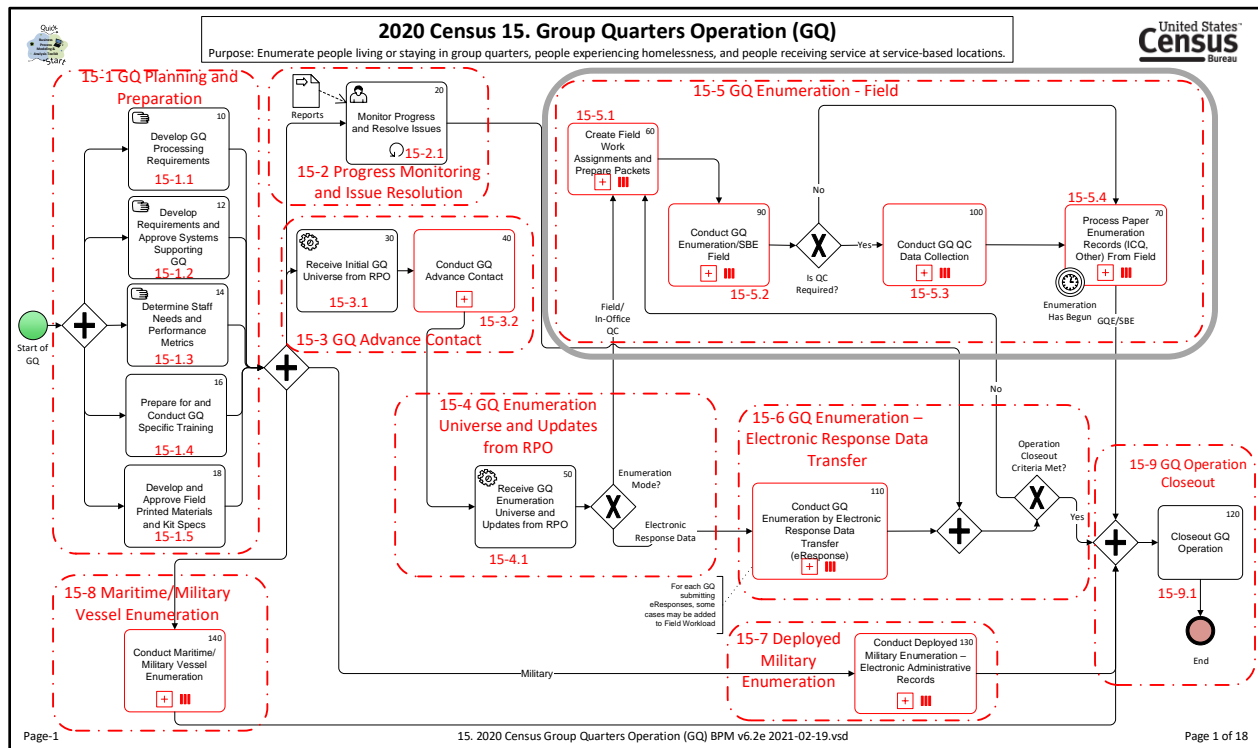


Figure 13: GQ Enumeration – Field [GQ 15-5] Constituent Activities

The GQ Enumeration – Field activity area is subdivided into the following operational subactivities:

- GQ Enumeration – Field [GQ 15-5].
 - Create Fieldwork Assignments and Prepare Packets [GQ 15-5.1].
 - Conduct GQ Enumeration/SBE Field [GQ 15-5.2].
 - Conduct GQ QC Data Collection [GQ 15-5.3].
 - Process Paper Enumeration Records (ICQ, Other) from Field [GQ 15-5.4].

Subsequent sections describe the GQ Enumeration – Field operational subactivities in detail.

3.5.1 Create Fieldwork Assignments and Prepare Packets [GQ 15-5.1]

A detailed view of the constituent activities that make up the “Create Fieldwork Assignments and Prepare Packets” operational subactivity is given in [Figure 14](#) below.

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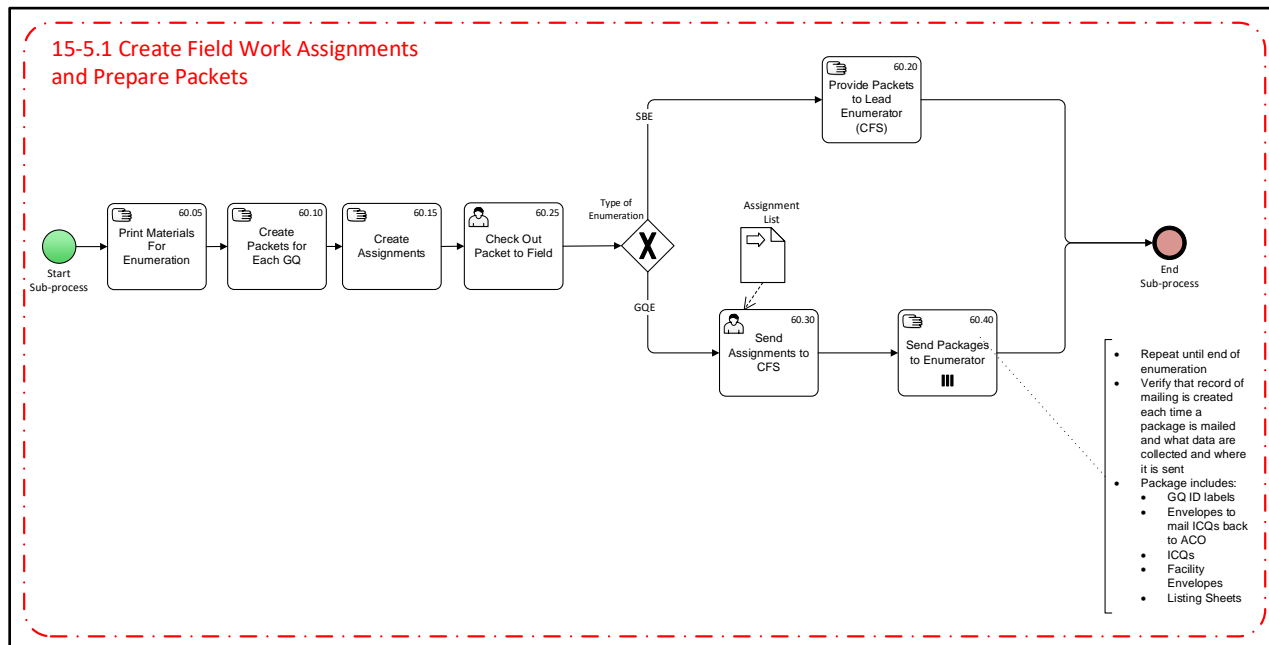


Figure 14: Create Fieldwork Assignments and Prepare Packages

Before the start of the GQ enumeration, ACO staff will:

- Prepare the assignments – print the GQ Enumeration Records and assemble a package for each GQ, including supplies the enumerators will need, along with printed sheets of control labels for ICQs for the field staff to affix.
- Check-out each case to a CFS.

After the start of the GQ enumeration In-Field, the CFS will:

- Enter enumerator assignments into F-OCS using their tablet.

3.5.2 Conduct GQ Enumeration/SBE Field [GQ 15-5.2]

The “Conduct GQ Enumeration/SBE Field” operational subactivity is subdivided into the following constituent activities:

- Conduct GQ Enumeration/SBE Field [GQ 15-5.2].
 - Conduct GQ Facility Self-Enumeration [GQ 15-5.2.1].
 - Conduct Drop-Off, Pick Up [GQ 15-5.2.2].
 - Pick Up Paper Response Data Collection File [GQ 15-5.2.3].
 - Conduct Enumeration Using Paper ICQ [GQ 15-5.2.4].

- Mail Out/Mail Back Paper Response Data Collection File [GQ 15-5.2.5].
- Resolve Issues and Send Forms to ACO [GQ 15-5.2.6].

A detailed view of the constituent activities that make up the “Conduct GQ Enumeration/SBE Field” operational subactivity is given in [Figure 15](#) below.

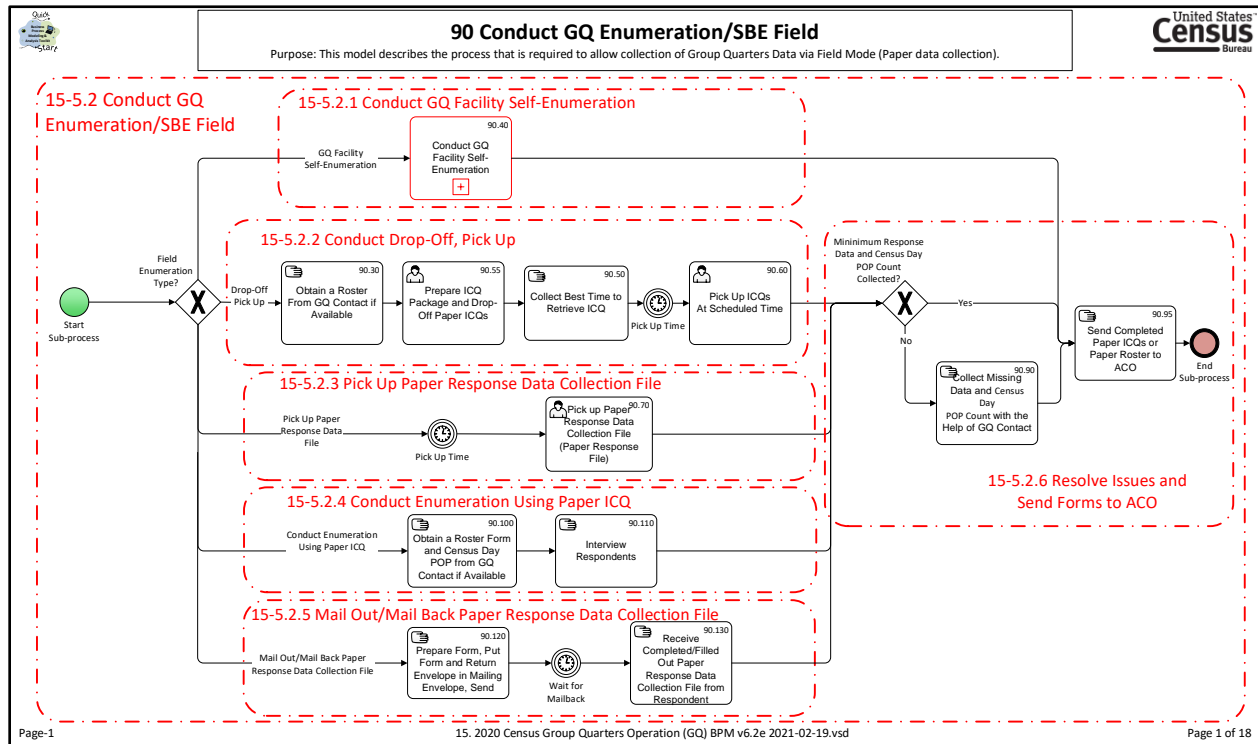


Figure 15: Conduct GQ Enumeration/SBE Field

Subsequent sections describe the Conduct GQ Enumeration/SBE Field operational subactivities in detail.

3.5.2.1 Conduct GQ Facility Self-Enumeration [GQ 15-5.2.1]

A detailed view of the constituent activities that make up the “Conduct GQ Facility Self-Enumeration” operational subactivity is given in [Figure 16](#) below.

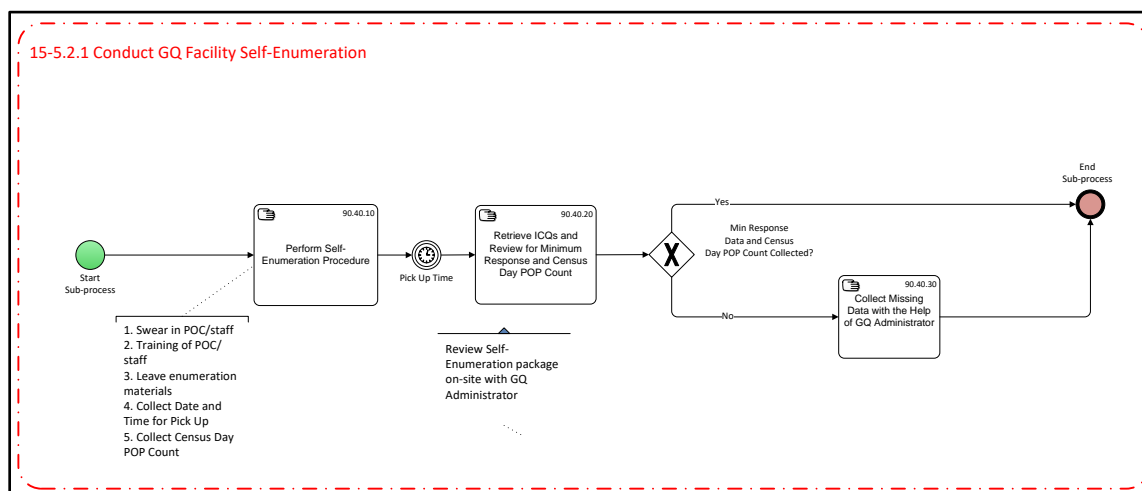


Figure 16: Conduct GQ Facility Self-Enumeration

Facility Self-Enumeration involves a Census Bureau-sworn GQ representative conducting enumeration of residents at the GQ. During the 2010 Census, only correctional facilities, military installation GQs, and medical facilities were offered this option for enumeration. For the 2020 Census, there are some GQ facilities that may also prefer to self-enumerate their GQ residents. GQ staff requesting facility self-enumeration as an option could consider in-person enumeration as disruptive to operations or posing risk. For example, a number of correctional facilities expressed interest in facility self-enumeration in order to minimize potential security impacts. A number of hospitals also expressed interest in facility self-enumeration to protect ongoing medical operations and patient privacy.

At self-enumerating GQs, a CFS administers the Census Bureau oath to GQ staff members who conduct the enumeration to maintain the confidentiality of the data. The census CFS trains the staff, provides all necessary census materials, and collects the completed census questionnaires. Staff members at self-enumerating GQs deliver the ICQs to residents, help them complete the forms if necessary, and collect the completed forms. The plan is to again offer facility self-enumeration for correctional facilities, military installation GQs, and medical facilities, including hospitals, for the 2020 Census.

3.5.2.2 Conduct Drop-Off, Pick Up [GQ 15-5.2.2]

A detailed view of the constituent activities that make up the “Conduct Drop-Off, Pick Up” operational subactivity is given in [Figure 17](#) below.

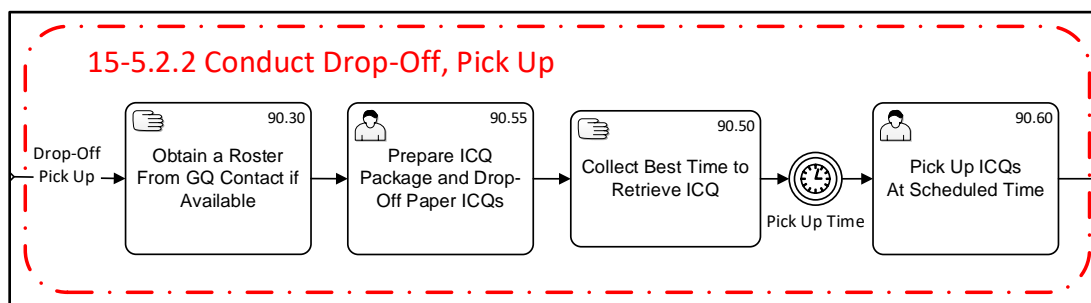


Figure 17: Conduct Drop-Off, Pick Up

Drop-Off/Pick Up involves enumerators setting a time to drop off paper questionnaires to a GQ administrator or point of contact and picking up the completed questionnaires at an agreed upon time. The paper roster provided by the GQ administrator will aid in the preparation of enumeration packets and comparing the number of ICQs picked up to verify that every resident was enumerated. If no roster is available, the enumerator creates a list of residents with the help of the GQ POC.

At the designated pick-up time, enumerators pick up completed ICQs. Using the paper roster/list, the enumerator compares the number of ICQs collected with the number of residents listed on the roster. If there is a difference in the numbers, the enumerator reaches out to the GQ administrator or POC for resolution. Enumerators gather all the completed ICQs for the specific GQ, review the ICQs, and give them to their CFS. CFSs will review the ICQs, resolve any issues they find during their review of the materials with the help of the enumerator, and return the completed materials to their ACO.

3.5.2.3 Pick Up Paper Response Data Collection File [GQ 15-5.2.3]

A detailed view of the constituent activities that make up the “Pick Up Paper Response Data Collection File” operational subactivity is given in [Figure 18](#) below.

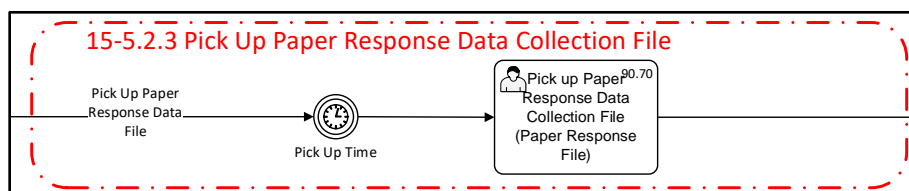


Figure 18: Pick Up Paper Response Data Collection File

Pick up paper response data collection file involves enumerators picking up an available roster. Usable rosters will contain resident response information, specifically, first and last name, age,

date of birth, ethnicity, race, and alternate address information. The enumerators review the list for errors before giving it to their CFS. The CFS also reviews it and then turns it in to the ACO. The lists are sent to NPC where clerks will enter response information for the GQ into the system.

3.5.2.4 Conduct Enumeration Using Paper ICQ [GQ 15-5.2.4]

A detailed view of the constituent activities that make up the “Conduct Enumeration Using Paper ICQ” operational subactivity is given in [Figure 19](#) below.

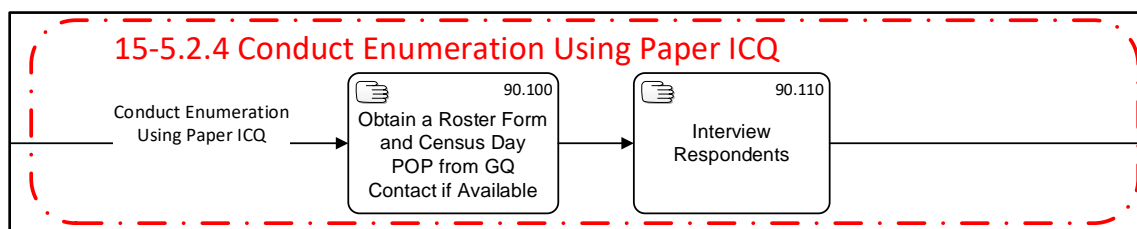


Figure 19: Conduct Enumeration Using Paper ICQ

The primary method of conducting in-person enumeration of people residing in GQs is by using the ICQ as the paper data collection instrument. A sample ICQ is shown in [Figure 20](#) below. The In-Field activity was planned to be conducted from April 1, 2020, to June 12, 2020, and to cover the 50 states, District of Columbia, and Puerto Rico. Because of the safety guidelines pertaining to the COVID-19, the In-Field activity was conducted July 1, 2020, to August 26, 2020.

Formate

15. Group Quarters Operation (GQ)

Please do NOT photocopy this questionnaire. Each questionnaire has a unique ID number.

OMB No. 0607-1006: Approval Expires 11/30/2021


UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

This is your Individual Census Questionnaire for the 2020 Census. We need your help to count everyone in the United States. It is important that everyone be counted, regardless of where they may be living at the time of the census. Results from the 2020 Census will be used to help determine the distribution of funding for community services. By completing this Individual Census Questionnaire, you help ensure an accurate count of all populations in the 2020 Census.

This Individual Census Questionnaire is to be used to count people who were living, staying or receiving services in group quarters on April 1, 2020. Some examples of group quarters include college or university residence halls, nursing homes, group homes, residential treatment centers, workers' group living quarters, and correctional facilities. **Please answer ALL of the questions on this questionnaire. Then follow the instructions you were given when you received this questionnaire, in order to return it to the appropriate person.** You are required by law to respond to the census.

The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221, and 223. By law, the Census Bureau can only use your responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

Thank you for completing your 2020 Individual Census Questionnaire.

The Census Bureau estimates that completing the questionnaire will take 10 minutes on average. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-1006, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. You may email comments to [2020.census.paperwork@census.gov](mailto:<2020.census.paperwork@census.gov>). Use "Paperwork Reduction Project 0607-1006" as the subject.

This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit approval number that appears at the upper right of the questionnaire confirms this approval. If this number were not displayed, we could not conduct the census.

FOR OFFICIAL USE ONLY
GQ Control Number


A. PN
B. Answered By: ☐ Respondent ☐ Group Quarters Administrator
☐ Observation (TNSOLS only) ☐ Other

C. QC: ☐ Rework

FORM DI-Q-GE (07-03-2019)

Please do NOT photocopy this questionnaire. Each questionnaire has a unique ID number.

OMB No. 0607-1006: Approval Expires 11/30/2021



Individual Census Questionnaire

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Start here

Use a blue or black pen.

→ NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.

1. What is your name? Print name below.

First Name MI

Last Name(s)

2. Do you live or stay here most of the time?

☐ Yes ☐ No

3. Besides here, what is the full address of a place where you sometimes live or stay?

☐ I never stay at any other place. I only live here.

Address Number (For example: 5007)

Street Name (For example: N Maple Ave)

Apt/Unit (For example: Apt A or Lot 3)

Rural Route Address (if there is no street address)

City

State ZIP Code

→ NOTE: Please provide a location description below if there is no address or if this is a facility.

4. What is your sex? Mark ☒ ONE box.

☐ Male ☐ Female

5. What is your age on April 1, 2020, and what is your date of birth? If you don't know the exact age, please estimate. For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Print numbers in boxes.

Age on April 1, 2020 Month Day Year of birth

years

6. Are you of Hispanic, Latino, or Spanish origin?

☐ No, not of Hispanic, Latino, or Spanish origin

☐ Yes, Mexican, Mexican Am., Chicano

☐ Yes, Puerto Rican

☐ Yes, Cuban

☐ Yes, another Hispanic, Latino, or Spanish origin – Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc. ↴

7. What is your race?

Mark ☒ one or more boxes AND print origins.

☐ White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc. ↴

☐ Black or African Am. – Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc. ↴

☐ American Indian or Alaska Native – Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc. ↴

☐ Chinese

☐ Filipino

☐ Asian Indian

☐ Other Asian – Print, for example, Pakistani, Cambodian, Hmong, etc. ↴

☐ Vietnamese

☐ Korean

☐ Japanese

☐ Native Hawaiian

☐ Samoan

☐ Chamorro

☐ Other Pacific Islander – Print, for example, Tongan, Fijian, Marshallese, etc. ↴

☐ Some other race – Print race or origin. ↴

FORM DI-Q-GE (07-03-2019)

Figure 20: Sample ICQ

Puerto Rico GQE

Bilingual systems and questionnaires are planned, and bilingual office staff will be hired to support 2020 Puerto Rico GQ operations. Paper enumeration responses will be sent to integrated Computer Assisted Data Entry (ICADE) for paper data capture. Post-processing of GQ response data will occur as part of RPO.

Service-Based Enumeration (SBE)

As part of the Group Quarters operation, the Census Bureau has developed special enumeration procedures to count people experiencing homelessness at service locations and pre-identified outdoor locations. Service-Based Enumeration is specifically designed to approach people using service facilities because they may be missed during the traditional enumeration of HUs and GQs. These service locations and outdoor locations include the following:

- Emergency and transitional shelters (SH) with sleeping facilities for people experiencing homelessness, shelters for children who are runaways, neglected or experiencing homelessness.
- Soup kitchens (SK).
- Regularly scheduled mobile food van (RSMFV) stops.
- Targeted non-sheltered outdoor locations (TNSOL).

While it is imperative that the Census Bureau implements the SBE enumeration, it is important to understand that the results from the SBE operation do not provide a count of the population experiencing homelessness. Nor do the results provide a count of the population who use those services at any geographic level.

For the 2020 Census, the Service-Based Enumeration operation was planned to be conducted March 30, 2020, through April 1, 2020. Service providers for SH, SK, and RSMFV were to be given the flexibility for their facility to be enumerated on any one of these three days, March 30, March 31, or April 1, during the enumeration period. TNSOLs would be enumerated April 1, 2020. Because of the safety guidelines pertaining to the COVID-19 pandemic and communication with SBE stakeholders, the SBE enumeration was conducted September 22, 2020, to September 29, 2020.

Before SBE, advance contact is made with the administrators at service-based locations. The Census Bureau will conduct the enumeration at each of the SBE GQ types: SH, SK, and RSMFV on the date and time selected by the GQ administrators.

Advance Contact questions asked for SBE locations include:

- Verification or confirmation of the address and contact information of the GQ.
- The expected population at the time of enumeration.
- The best date and time for conducting the enumeration.
- Legal and security constraints/issues and confidentiality procedures.
- Preferred enumeration method.

SBE locations of any type can be added to the universe during the GQAC. Initially, the enumeration method for SBE locations was planned to have enumerators conduct an in-person interview with the respondents using the paper ICQ. Other methods that limited or eliminated face-to-face contact were offered in response to the COVID-19 pandemic. These include Drop-Off/Pick Up of Paper Questionnaires and Paper Response Data Collection Files.

Domestic Violence Shelters (DVS)

DVS are facilities for those seeking safety from domestic violence. DVS are enumerated using special procedures and specially trained personnel. This approach is designed to protect the safety and security of respondents being enumerated at these locations.

GQ Enumeration — Late GQ Enumeration

Late GQ Enumeration is conducted to enumerate new or existing GQs that are identified during the Count Review Operation (CR). Late GQ enumerates two categories of GQ cases for select GQ types. The first are new GQ cases. These new cases are handled as added GQs for enumeration. The second category includes existing GQ cases that have previously been enumerated during regular GQE. These GQ cases are identified to be enumerated again using field methodologies. Because of COVID-19, these cases were updated using non face-to-face contact enumeration method, specifically a phone call to collect or verify enumeration data.

3.5.2.5 Mail Out/Mail Back Paper Response Data Collection File [GQ 15-5.2.5]

A detailed view of the constituent activities that make up the “Mail Out/Mail Back Paper Response Data Collection File” operational subactivity is given in [Figure 21](#) below.

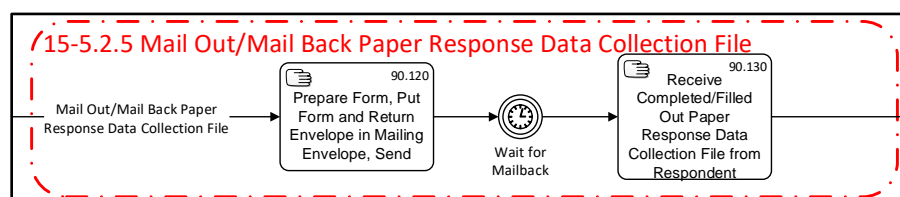


Figure 21: Mail Out/Mail Back Paper Response Data Collection File

3.5.2.6 Resolve Issues and Send Forms to ACO [GQ 15-5.2.6]

A detailed view of the constituent activities that make up the “Resolve Issues and Send Forms to ACO” operational subactivity is given in [Figure 22](#) below.

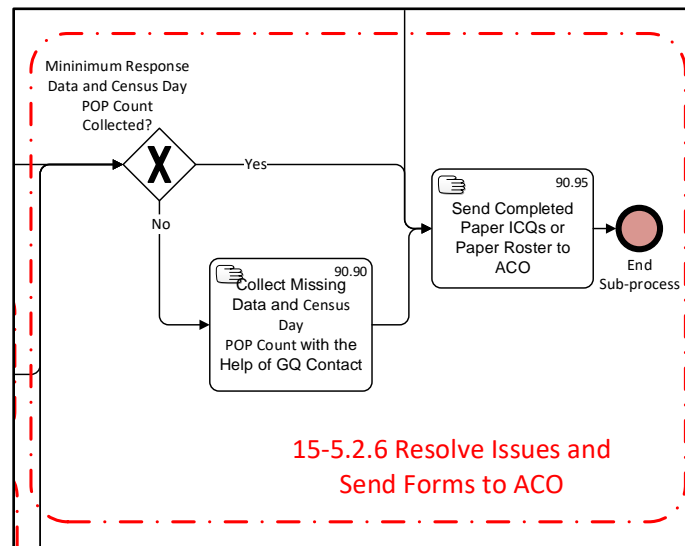


Figure 22: Resolve Issues and Send Forms to ACO

Enumerators review completed ICQs and compare the number of ICQs with the names and number of individuals on the roster/list. Enumerators also work with GQ administrators or points of contact to resolve any issues. For the GQs enumerated with the ICQ, enumerators mark the correct “Answered by” box to indicate whether the respondent participated in the completion of the ICQ. The ICQs are translated into Spanish. Enumerators give the completed ICQs to their CFS. In addition, to facilitate linking, the CFS returns the completed forms to the ACO, where the clerks check them in and link the ICQs to the correct GQ.

3.5.3 Conduct GQ QC Data Collection [GQ 15-5.3]

The “Conduct GQ QC Data Collection” operational subactivity is subdivided into the following constituent activities:

- Conduct GQ QC Data Collection [GQ 15-5.3].
 - Conduct GQ Reinterview [GQ 15-5.3.1].
 - Adjudicate Reinterview Results [GQ 15-5.3.2].

A detailed view of the constituent activities that make up the “Conduct GQ QC Data Collection” operational subactivity is given in [Figure 23](#) below.

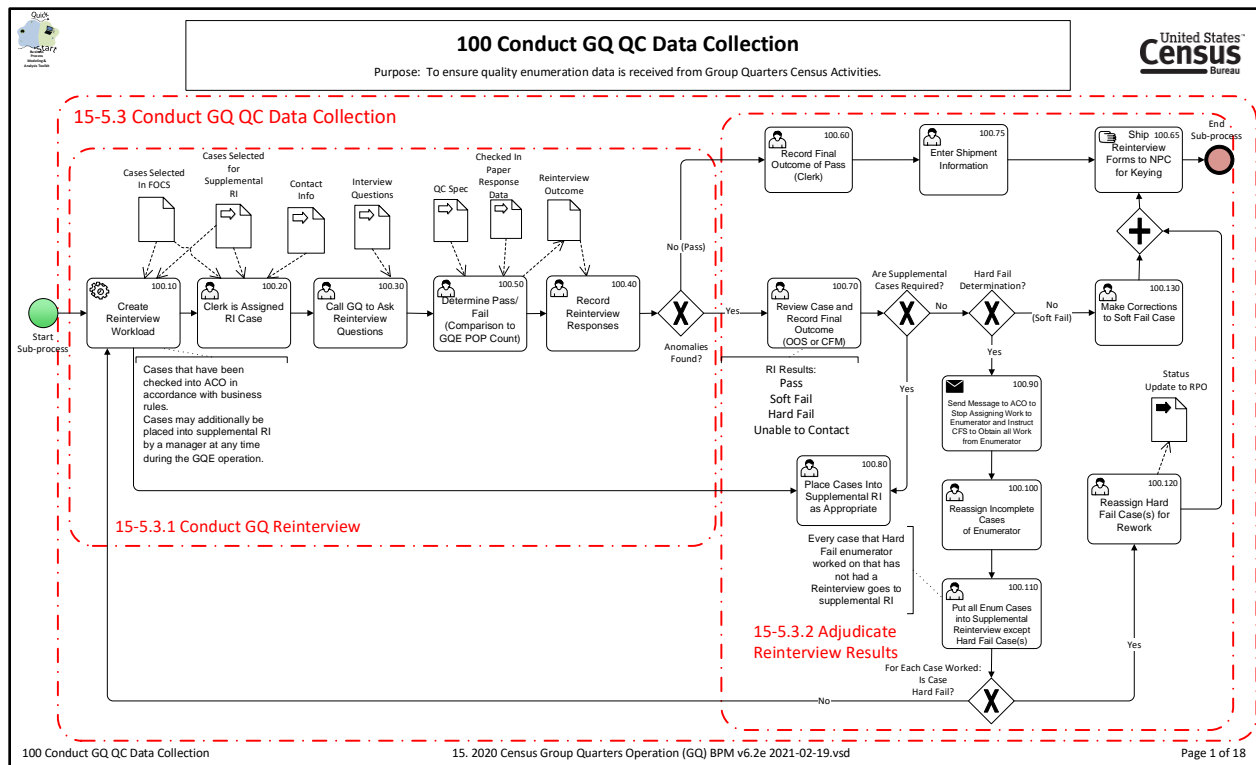


Figure 23: Conduct GQ QC Data Collection

Subsequent sections describe the Conduct GQ QC Data Collection operational subactivities in detail.

3.5.3.1 Conduct GQ Reinterview [GQ 15-5.3.1]

A detailed view of the constituent activities that make up the “Conduct GQ Reinterview” operational subactivity is given in [Figure 24](#) below.

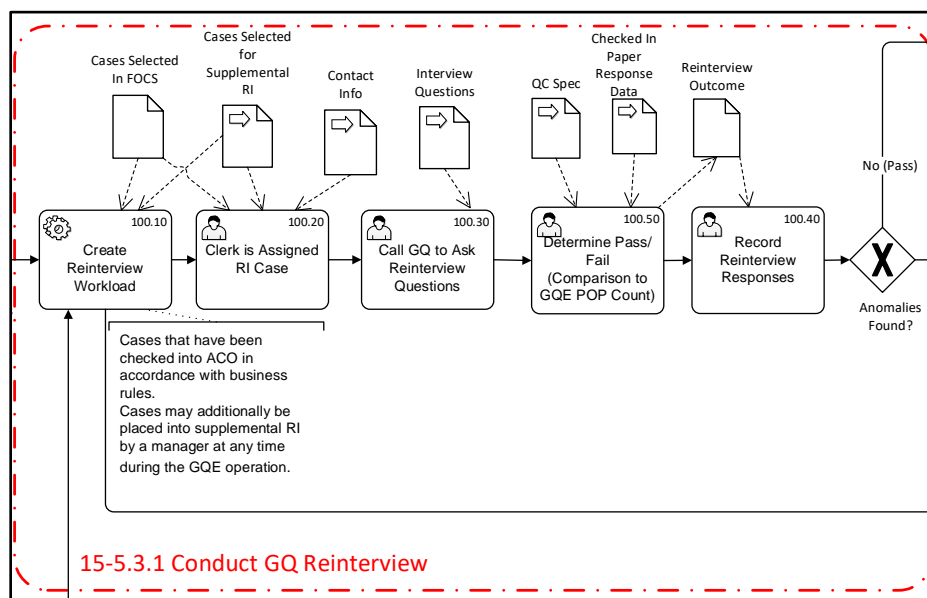


Figure 24: Conduct GQ Reinterview

ACO management assigns cases selected for reinterview to the ACO clerks. The clerks in the ACO print a reinterview form for each case that is placed in their reinterview workload. The clerks use the reinterview form to telephone each GQ and confirm that the enumerator visited the correct facility at the correct address. The reinterview determines if the enumerator obtained a population count within the acceptable range (plus or minus 20 percent) of the count provided by the GQ contact during reinterview.

3.5.3.2 Adjudicate Reinterview Results [GQ 15-5.3.2]

A detailed view of the constituent activities that make up the “Adjudicate Reinterview Results” operational subactivity is given in [Figure 25](#) below.

15. Group Quarters Operation (GQ)

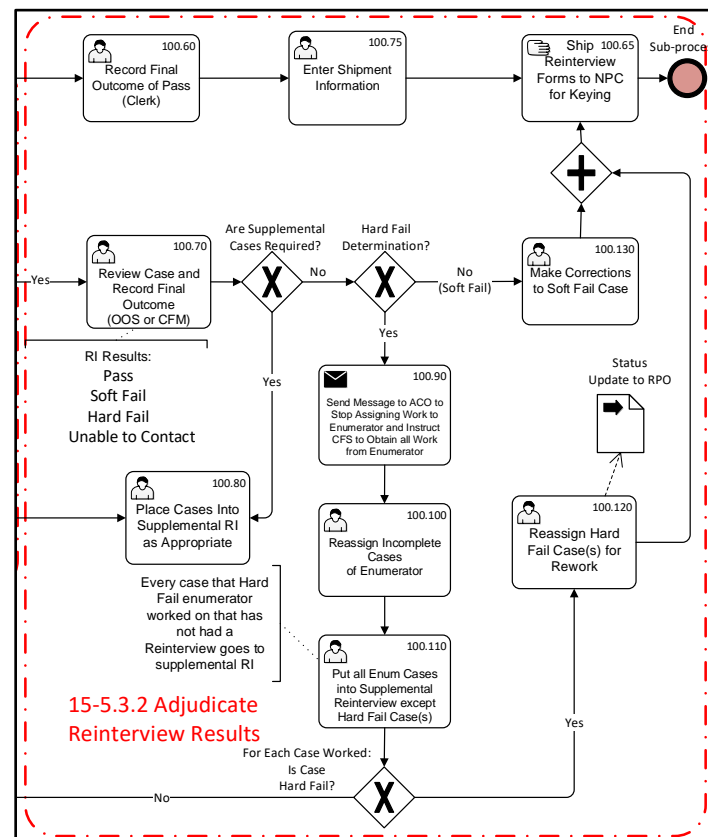


Figure 25: Adjudicate Reinterview Results

Following the reinterview of a case, ACO management reviews the responses obtained during reinterview. If the responses are satisfactory, the ACO management marks “Pass” on the reinterview form. If the responses are unsatisfactory, management conducts an investigation.

If the investigation determines that the error appears to be respondent error, management marks “Pass.” If the error appears to be honest enumerator error (for example, if the enumerator accidentally missed a wing of a building) and falsification is not suspected, management marks “Soft Fail.” If falsification is suspected, management marks the “Hard Fail Recommendation” on the reinterview form. When an enumerator receives a hard fail recommendation, management needs to discuss the situation with the area census office manager to make a final determination.

After adjudication, the final outcome and reinterview date will be keyed into the F-OCS. If a case receives a “Soft Fail,” it is sent out for repair, if necessary. If a case receives a “Hard Fail,” it is sent out for rework, if necessary. If a case receives a “Hard Fail,” all the cases worked by the corresponding enumerator is placed into supplemental reinterview.

3.5.4 Process Paper Enumeration Records (ICQ, Other) from Field [GQ 15-5.4]

The “Process Paper Enumeration Records (ICQ, Other) from Field” operational subactivity is subdivided into the following constituent activities:

- Process Paper Enumeration Records (ICQ, Other) from Field [GQ 15-5.4].
 - Receive Paper Responses from Enumerators [GQ 15-5.4.1].
 - Perform In-Office ICQ Process [GQ 15-5.4.2].
 - Perform In-Office Paper Response Data Collection File Process [GQ 15-5.4.3].
 - Prepare for Shipping and Ship Package [GQ 15-5.4.4].

A detailed view of the constituent activities that make up the “Process Paper Enumeration Records (ICQ, Other) from Field” operational subactivity is given in [Figure 26](#) below.

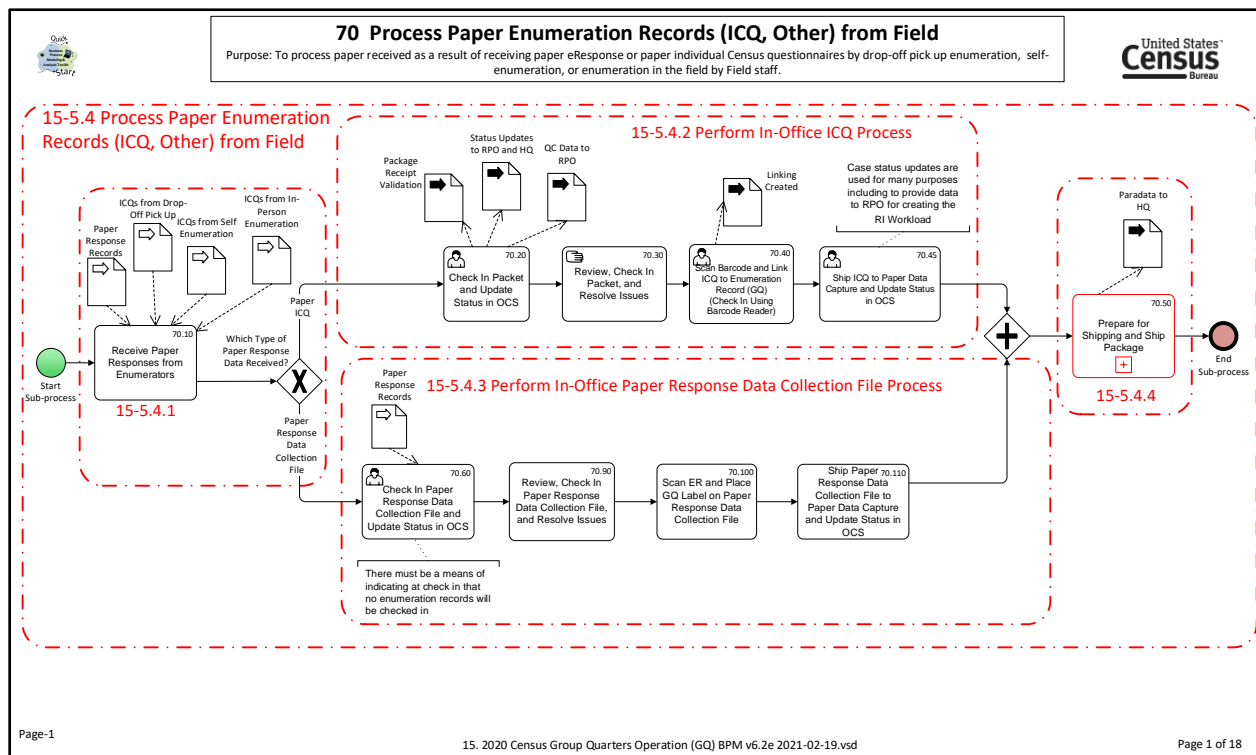


Figure 26: Process Paper Enumeration Records (ICQ, Other) from Field

Subsequent sections describe the Process Paper Enumeration Records (ICQ, Other) from Field operational subactivities in detail.

3.5.4.1 Receive Paper Responses from Enumerators [GQ 15-5.4.1]

A detailed view of the constituent activities that make up the “Receive Paper Responses from Enumerators” operational subactivity is given in [Figure 27](#) below.

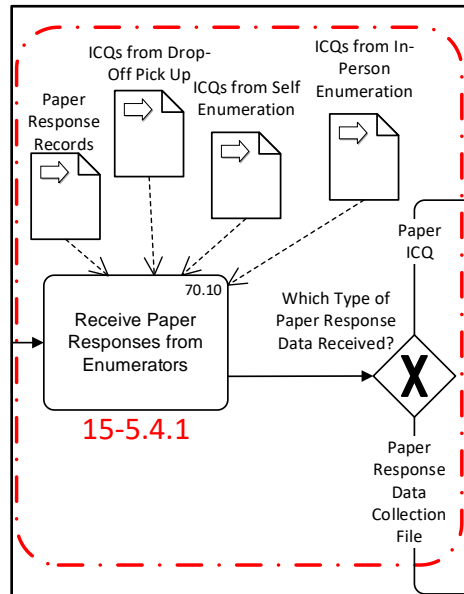


Figure 27: Receive Paper Responses from Enumerators

ACOs receive paper responses from the CFSs. The CFS returns the paper responses either in person or by courier.

3.5.4.2 Perform In-Office ICQ Process [GQ 15-5.4.2]

A detailed view of the constituent activities that make up the “Perform In-Office ICQ Process” operational subactivity is given in [Figure 28](#) below.

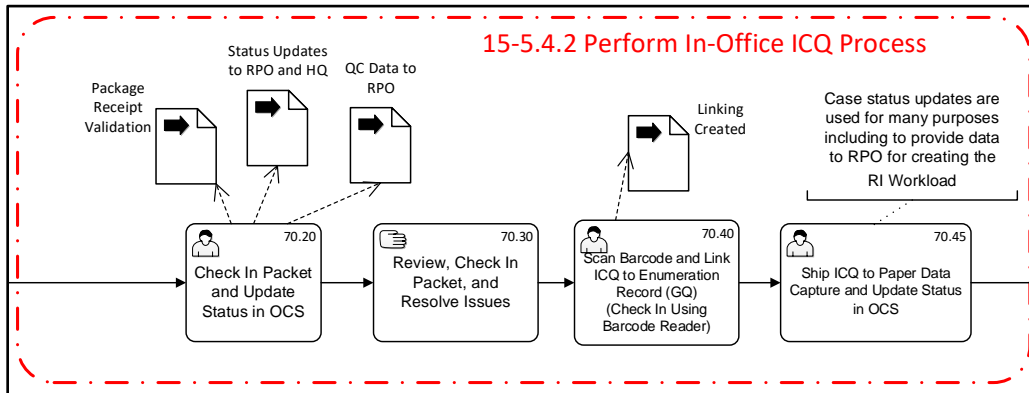


Figure 28: Perform In-Office ICQ Process

For the field staff to visually keep the completed ICQs correctly sorted by GQ, the ACO office staff creates a preprinted label with the unique GQ identification (GQ ID) number to be affixed to each ICQ. For example, Mr. Anytown’s GQ has a unique GQ ID number in the GQ universe. GQAC verifies that Mr. Anytown’s GQ has a maximum population of 200. The ACO prints a minimum of 200 labels for Mr. Anytown’s GQ. ACO office staff place these preprinted GQ ID labels in the enumerator package to be used to conduct paper based in-field enumeration at Mr. Anytown’s GQ. Clerks check in completed ICQs using the F-OCS system.

3.5.4.3 Perform In-Office Paper Response Data Collection File Process [GQ 15-5.4.3]

A detailed view of the constituent activities that make up the “Perform In-Office Paper Response Data Collection File Process” operational subactivity is given in [Figure 29](#) below.

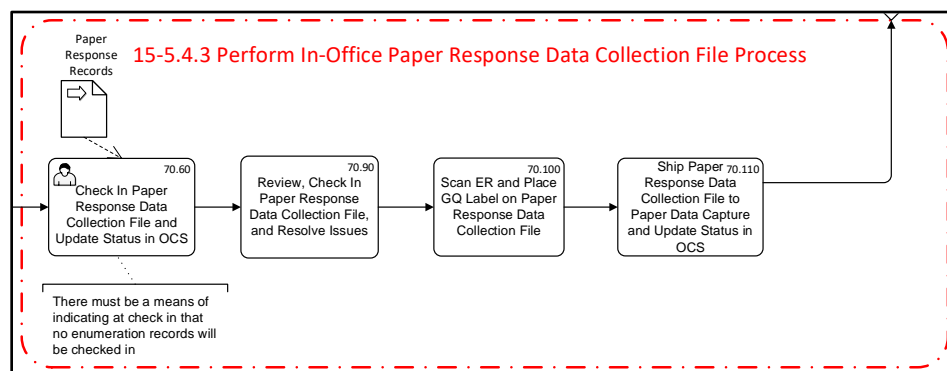


Figure 29: Perform In-Office Paper Response Data Collection File Process

Paper response data includes ICQs that are scanned into iCADE as part of the Paper Data Capture (PDC) operation. Paper response data also includes data that is collected on paper

15. Group Quarters Operation (GQ)

response data collection files in the format of Word document or excel spreadsheets received from GQ administrators and entered by NPC clerks into the DCTS. After GQ Enumeration is completed, paper response data is sent to RPO for post-processing and analysis.

3.5.4.4 Prepare for Shipping and Ship Package [GQ 15-5.4.4]

A detailed view of the constituent activities that make up the “Prepare for Shipping and Ship Package” operational subactivity is given in [Figure 30](#) below.

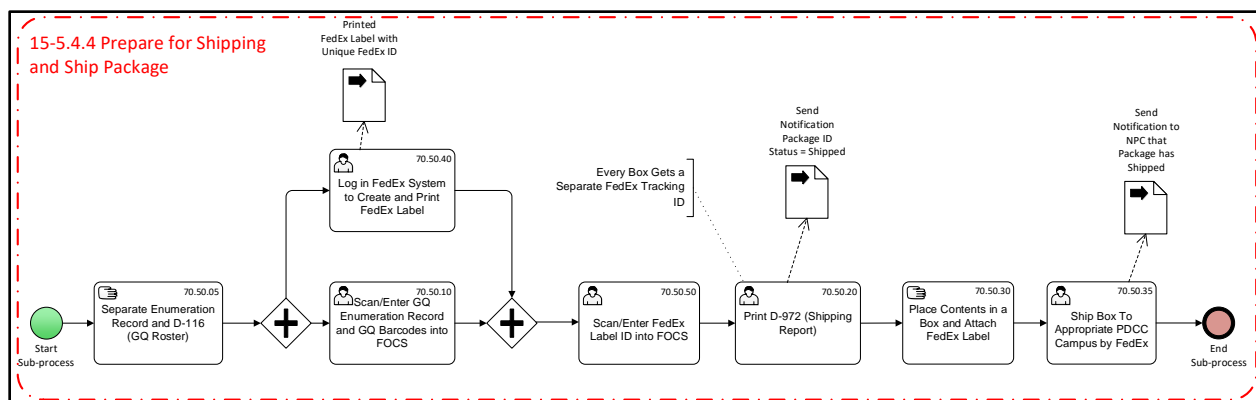


Figure 30: Prepare for Shipping and Ship Package

As Enumeration Registers with their respective ICQs or paper listings come back from enumerators and CFSs, they are checked into OCS by ACO clerks. After the ICQs or paper listings are checked in, the ACO ships them to NPC. The process involves accessing the private shipper’s website to get a tracking number and label. The Census Bureau’s preferred carrier for most ACOs is FedEx, but some might have used another carrier. The shipper’s tracking information is entered into OCS, noting which ICQs or paper listings are included in the package. The label is affixed to the box, then shipped to NPC. When NPC receives the package, the ATAC system notifies OCS that the package was received.

3.6 GQ Enumeration – Electronic Response Data Transfer [GQ 15-6]

[Figure 31](#) shows the BPM for the GQ Enumeration – Electronic Response Data Transfer [GQ 15-6] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ operation.

15. Group Quarters Operation (GQ)

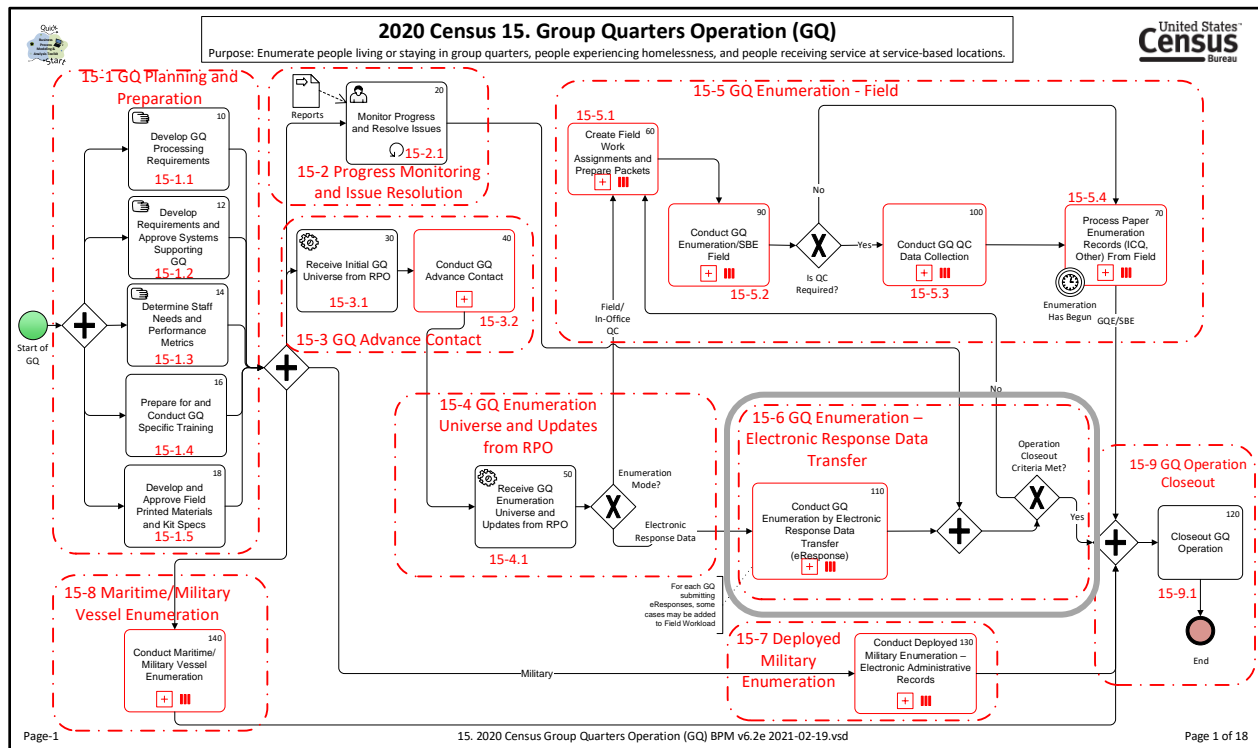


Figure 31: GQ Enumeration – Electronic Response Data Transfer [GQ 15-6] Constituent Activities

The GQ Enumeration – Electronic Response Data Transfer activity area is subdivided into the following operational subactivities:

- GQ Enumeration – Electronic Response Data Transfer [GQ 15-6].
 - Request and Receive eResponse File from GQ Administrator [GQ 15-6.1].
 - Conduct Verification of eResponse File [GQ 15-6.2].
 - Perform Data Quality Checks [GQ 15-6.3].
 - Closeout Case [GQ 15-6.4].

A detailed view of the constituent activities that make up the “GQ Enumeration – Electronic Response Data Transfer” operational subactivity is given in [Figure 32](#) below.

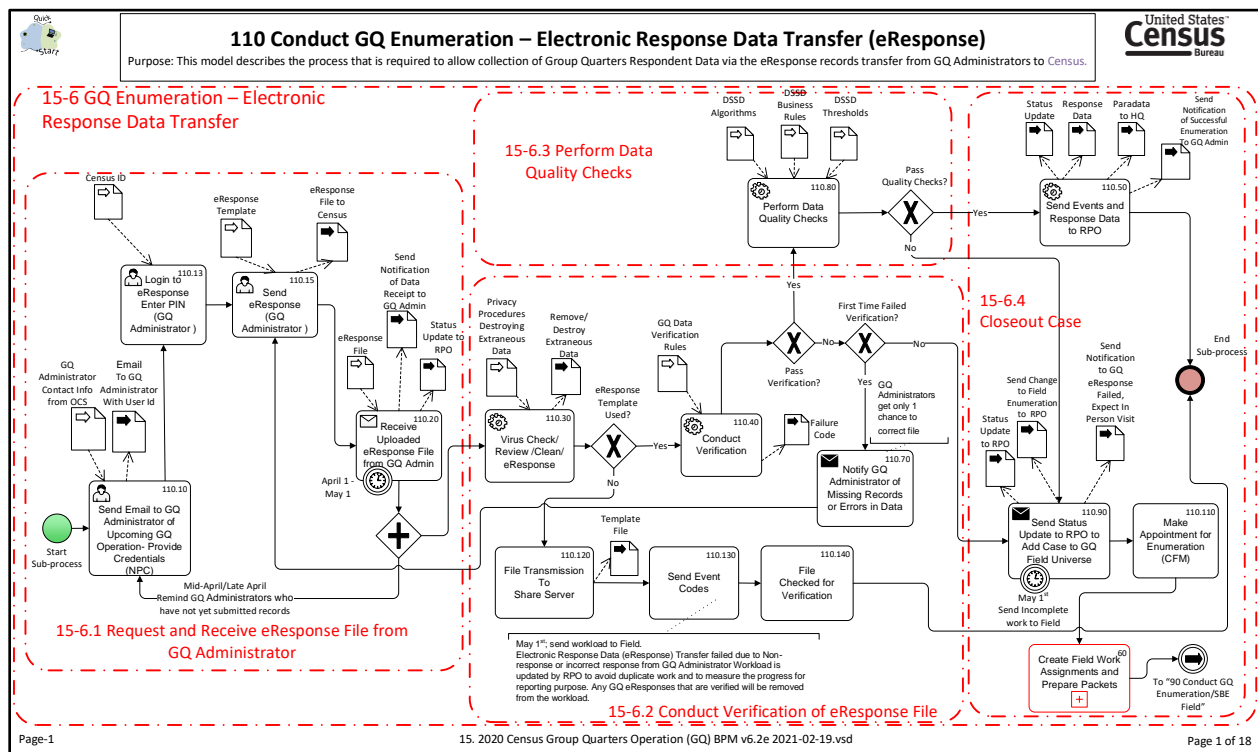


Figure 32: GQ Enumeration – Electronic Response Data Transfer

Receipt of Electronic Administrative Response Files from GQ Administrators to Headquarters

During the 2010 Census GQE, several organizations asked if they could provide data directly to headquarters instead of using planned field enumeration methods. GQ administrators stored GQ respondent-level demographic information in administrative files. The rationale for requesting the ability to send data directly to headquarters included cases where organizations would not allow enumerators access into their GQ facilities because of security concerns.

In the 2010 Census, the only option to gain counts for these GQ facilities was through the transfer of response data directly to assigned headquarter POCs through secure email. The GQ administrators transferred response data in an Excel spreadsheet to the Census Bureau headquarters through a secure email approach, but a system was not in place at that time to receive and process the response data. The resolution was to print out the data (one containing more than 58,000 rows of records) and have individuals at the local census offices transcribe the information directly onto ICQs for data capture and data processing.

This method was time consuming and not cost-effective. Out of a total of 7,591,135 ICQs, 30.64 percent (2,326,292) were completed by respondents, 63.99 percent (4,857,410) were

completed through paper administrative response data, and 5.37 percent were either blank or contained invalid responses.¹

eResponse Data for the 2020 Census

The Census Bureau conducted the 2015 Group Quarters Electronic Capability Test Survey in December 2015 to explore GQ administrators' capability and willingness to send respondent-level data electronically to the Census Bureau. Preliminary results are outlined in the Group Quarters Electronic Transfer Capability Survey Assessment Report. Section 10 of the report highlights key findings from the 105 responding agencies out of 260 agencies contacted:

- 73.3 percent have eResponse data records available.
- 72.4 percent are able to transmit electronic eResponse data records to the Census Bureau.
- 64.8 percent can provide an electronic file in an Excel format.
- 53.3 percent are willing to participate in a GQ Response Data Transfer (eResponse Test).

Subsequent sections describe the GQ Enumeration – eResponse Data Transfer operational subactivities in detail.

3.6.1 Request and Receive eResponse File from GQ Administrator [GQ 15-6.1]

A detailed view of the constituent activities that make up the “Request and Receive eResponse File from GQ Administrator” operational subactivity is given in [Figure 33](#) below.

¹ Group Quarters Enumeration Assessment Report: Jean Williams, Brian DeVos, Deborah Russell, Andre Williams and Diane Barrett, January 14, 2013

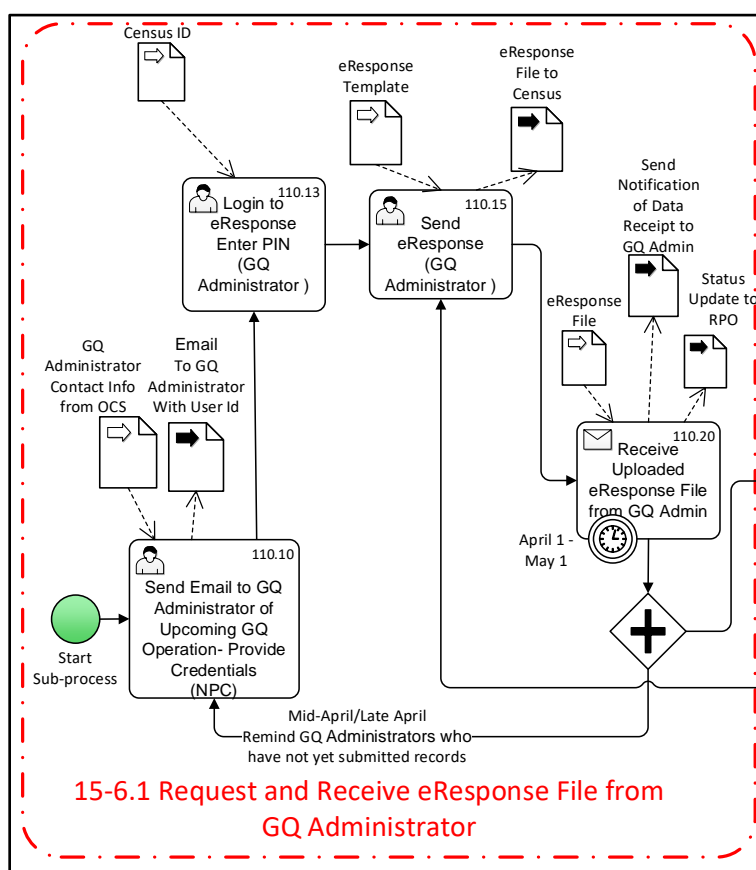


Figure 33: Request and Receive eResponse File from GQ Administrator

Census Bureau sends participating GQ administrators credentials to access the eResponse portal. The electronic portal provides viewable and printable information including the assigned Office of Management and Budget (OMB) number and the approved expiration date; a message to the GQ administrators encouraging participation in the census; a confidentiality statement; Census Bureau standard template and an example, as well as accessibility, privacy, and security information, and a toll-free help desk number.

Administrators have the option to provide eResponse data by uploading the Census Bureau’s provided template and enter or copy and paste their information into the template.

Administrators receive notification that their data was received. Administrators also are automatically notified if there are missing records or errors in the data received.

GQs that are identified for eResponse submission have opportunities to submit response data from April 1, 2020, through August 26, 2020.

3.6.2 Conduct Verification of eResponse File [GQ 15-6.2]

A detailed view of the constituent activities that make up the “Conduct Verification of eResponse File” operational subactivity is given in [Figure 34](#) below.

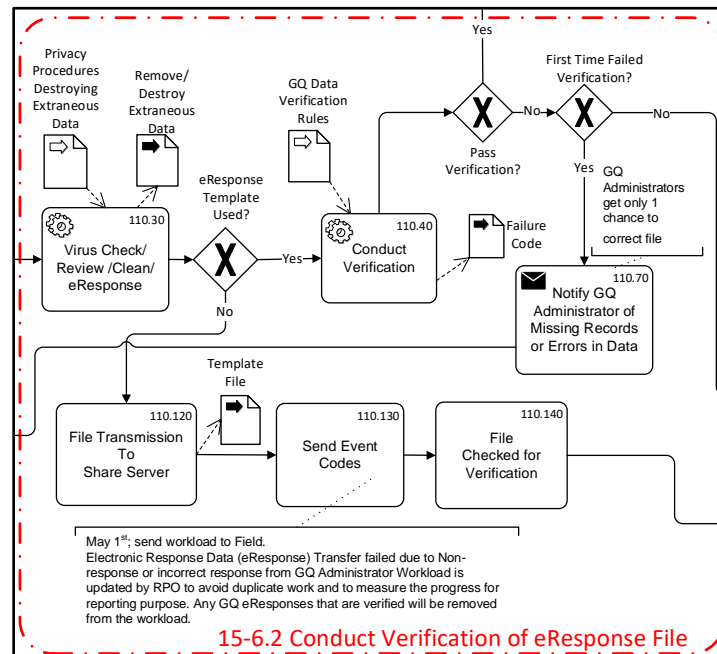


Figure 34: Conduct Verification of eResponse File

Minimum verification of the eResponse data is conducted. This verification is to ensure the minimum data is received. The minimum data elements required are based upon thresholds determined by the DSSD. Cases that do not pass minimum verification result in a notification being sent to the GQ administrator. This notification informs the administrator that there were issues with their submission and provides them an opportunity to resolve and resubmit GQ data.

3.6.3 Perform Data Quality Checks [GQ 15-6.3]

A detailed view of the constituent activities that make up the “Perform Data Quality Checks” operational subactivity is given in [Figure 35](#) below.

15. Group Quarters Operation (GQ)

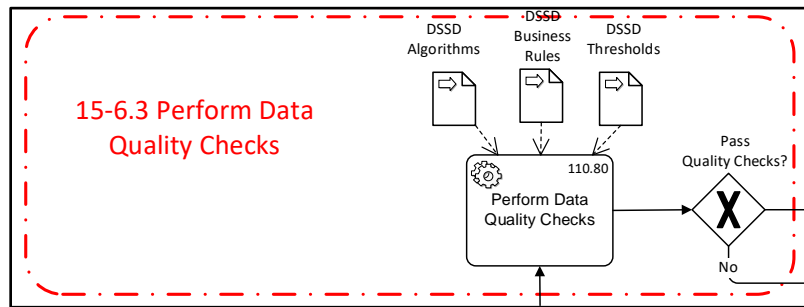


Figure 35: Perform Data Quality Checks

Data quality checks ensure that response files uploaded by GQ administrators meet quality standards. These quality standards are derived by business rules applied to GQ eResponse and by thresholds developed by DSSD. The eResponse portal includes built in logic and algorithms as well, to ensure that response data are received in usable format and quality for the Census Bureau.

3.6.4 Closeout Case [GQ 15-6.4]

A detailed view of the constituent activities that make up the “Closeout Case” operational subactivity is given in [Figure 36](#) below.

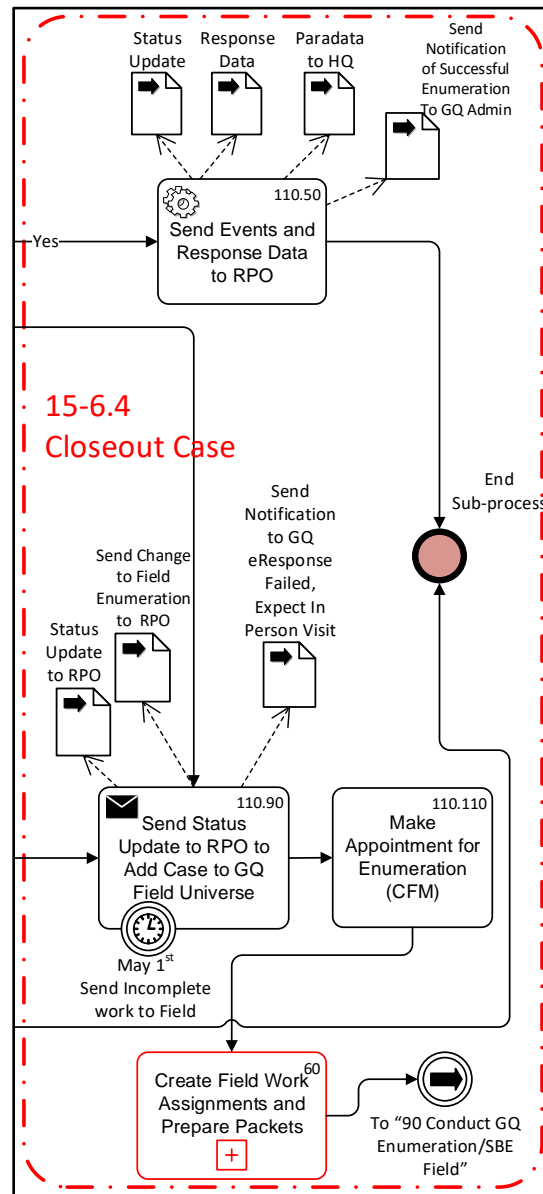


Figure 36: Closeout Case

The case status for GQs successfully enumerated through eResponse are identified as completed. Various reporting is generated for headquarters production monitoring and to support post-2020 lessons learned and analyses. Metrics generated include items such as total number of GQs enumerated by eResponse, total number of person records received by eResponse, and paradata to inform future operations.

3.7 Deployed Military Enumeration [GQ 15-7]

Figure 37 shows the BPM for the Deployed Military Enumeration [GQ 15-7] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ operation.

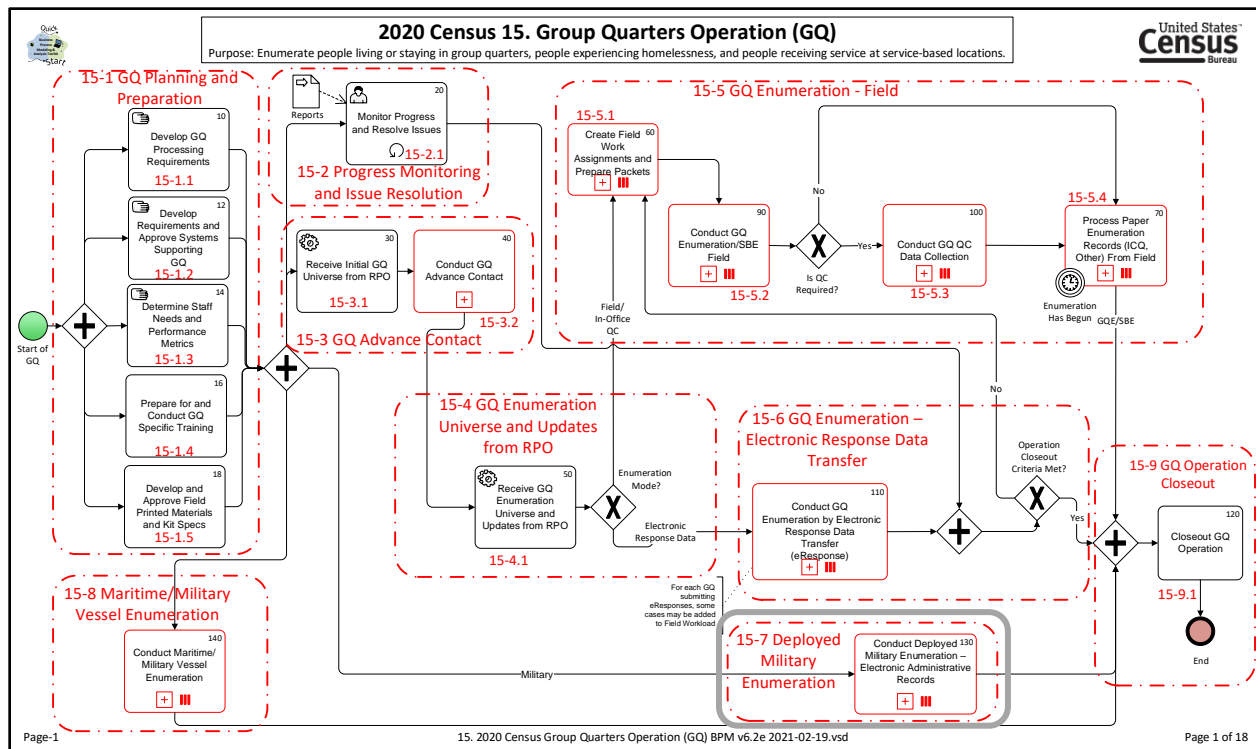


Figure 37: Deployed Military Enumeration [GQ 15-7] Constituent Activities

The Deployed Military Enumeration activity area has one subactivity, as shown below:

- Deployed Military Enumeration [GQ 15-7].
 - Conduct Deployed Military Enumeration - Electronic Administrative Records [GQ 15-7.1].

A detailed view of the constituent activities that make up the “Deployed Military Enumeration - Electronic Administrative Records” operational subactivity is given in **Figure 38** below.

15. Group Quarters Operation (GQ)

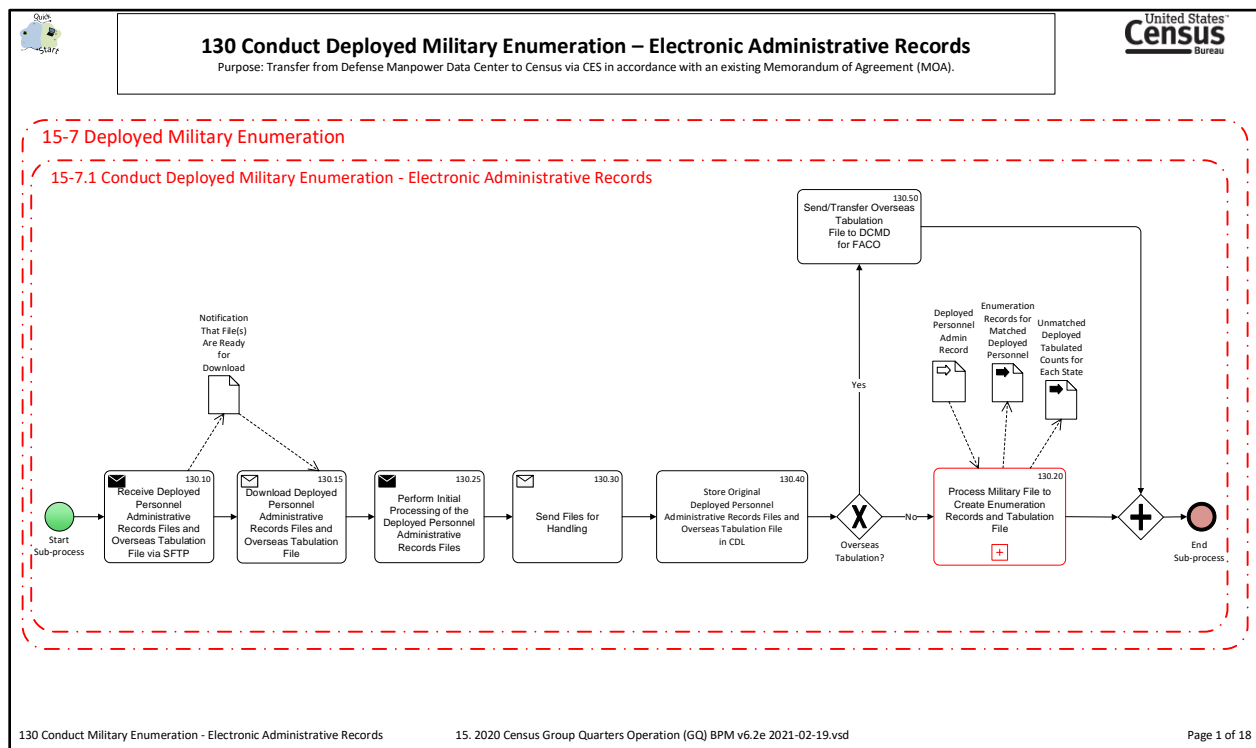


Figure 38: Deployed Military Enumeration

3.7.1 Conduct Deployed Military Enumeration - Electronic Administrative Records [GQ 15-7.1]

The Census Bureau works closely with the Department of Defense (DOD) to obtain a file of overseas deployed U.S. military and civilian employees to enumerate this population. The DOD acquires data from their administrative records to provide the Census Bureau the overseas deployment data file of military and civilian employees who are deployed outside of the United States (while stationed/assigned in the United States). The Census Bureau uses the overseas deployment file to enumerate these employees at their stateside address that matches to an existing address in the MAF.

3.7.1.1 Process Military File to Create Enumeration Records and Tabulation File [GQ 15-7.1.1]

A detailed view of the constituent activities that make up the “Process Military File to Create Enumeration Records and Tabulation File” operational subactivity is given in [Error! Reference source not found. Figure 39](#) below.

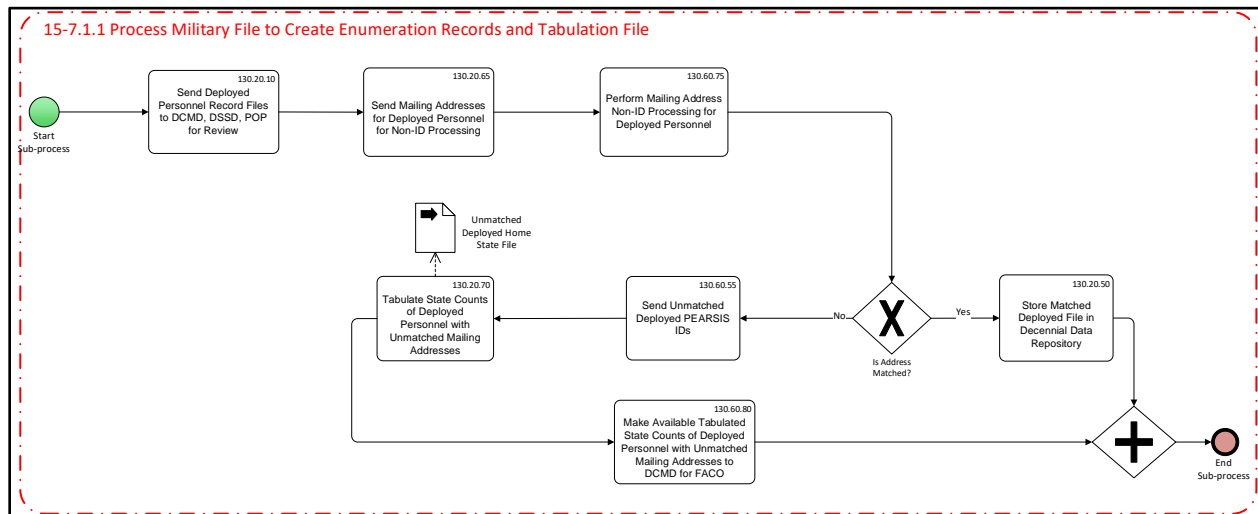


Figure 39: Process Military File to Create Enumeration Records and Tabulation File

PEARSIS receives the raw deployed military file from the DOD and transforms the file according to the specifications. PEARSIS sends the transformed file to the Decennial Census Management Division (DCMD), Population Division (POP), and DSSD to review for quality standards. PEARSIS receives acknowledgement from DCMD to send the transformed file of mailing addresses for deployed personnel to Non-ID processing. During Non-ID processing, addresses that match to an existing address in the MAF are sent to the Decennial Data Repository. The PEARSIS IDs for the unmatched addresses are sent to PEARSIS. PEARSIS uses these IDs to create a tabulated state count file of deployed personnel with unmatched mailing addresses. PEARSIS creates the tabulated state count file of deployed personnel with unmatched mailing addresses from the FACO operation and delivers it to DCMD.

3.8 Maritime/Military Vessel Enumeration [GQ 15-8]

Figure 40 shows the BPM for the Maritime/Military Vessel Enumeration [GQ 15-8] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ operation.

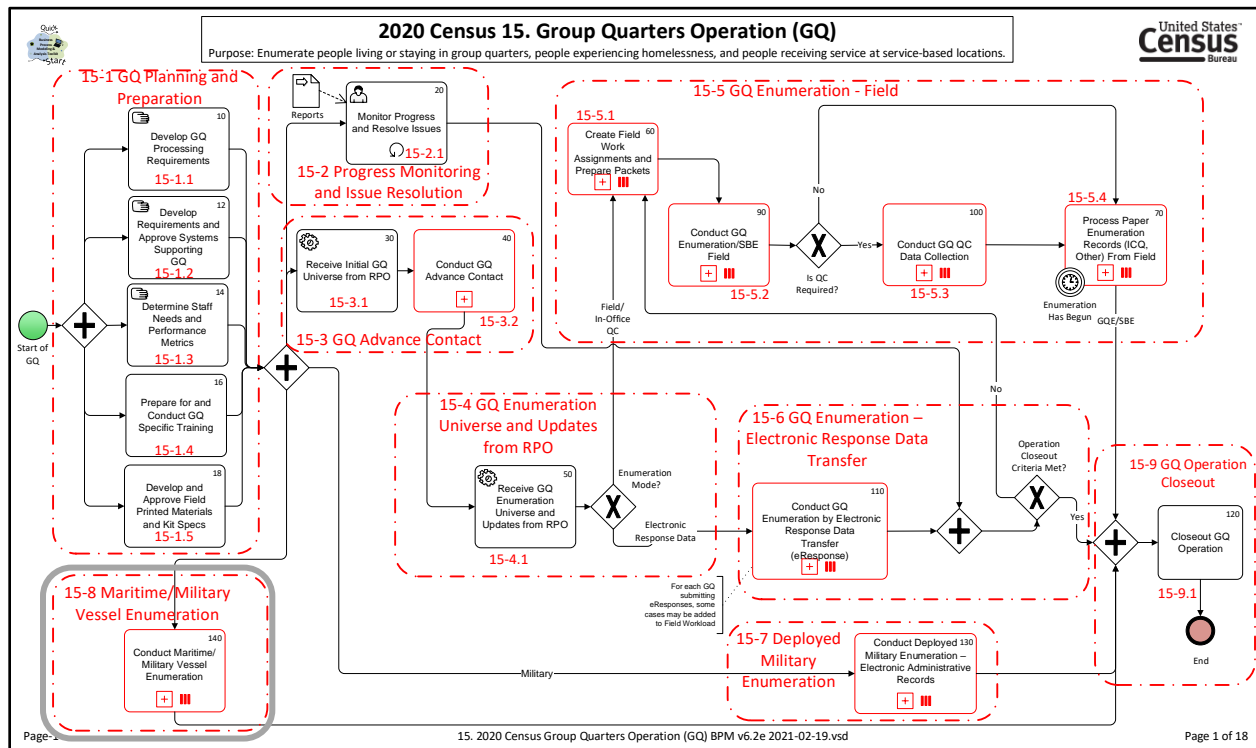


Figure 40: Maritime/Military Vessel Enumeration [GQ 15-8] Constituent Activities

The Maritime/Military Vessel Enumeration activity area is subdivided into the following operational subactivities:

- Maritime/Military Vessel Enumeration [GQ 15-8].
 - Prepare for Maritime/Military Vessel Enumeration [GQ 15-8.1].
 - Process Maritime/Military Vessel Enumeration Response Data [GQ 15-8.2].
 - Provide MVQ Forms to PDC, Case Data to RPO, and Close Out Cases [GQ 15-8.3].

A detailed view of the constituent activities that make up the “Maritime/Military Vessel Enumeration” operational subactivity is given in [Figure 41](#) below.

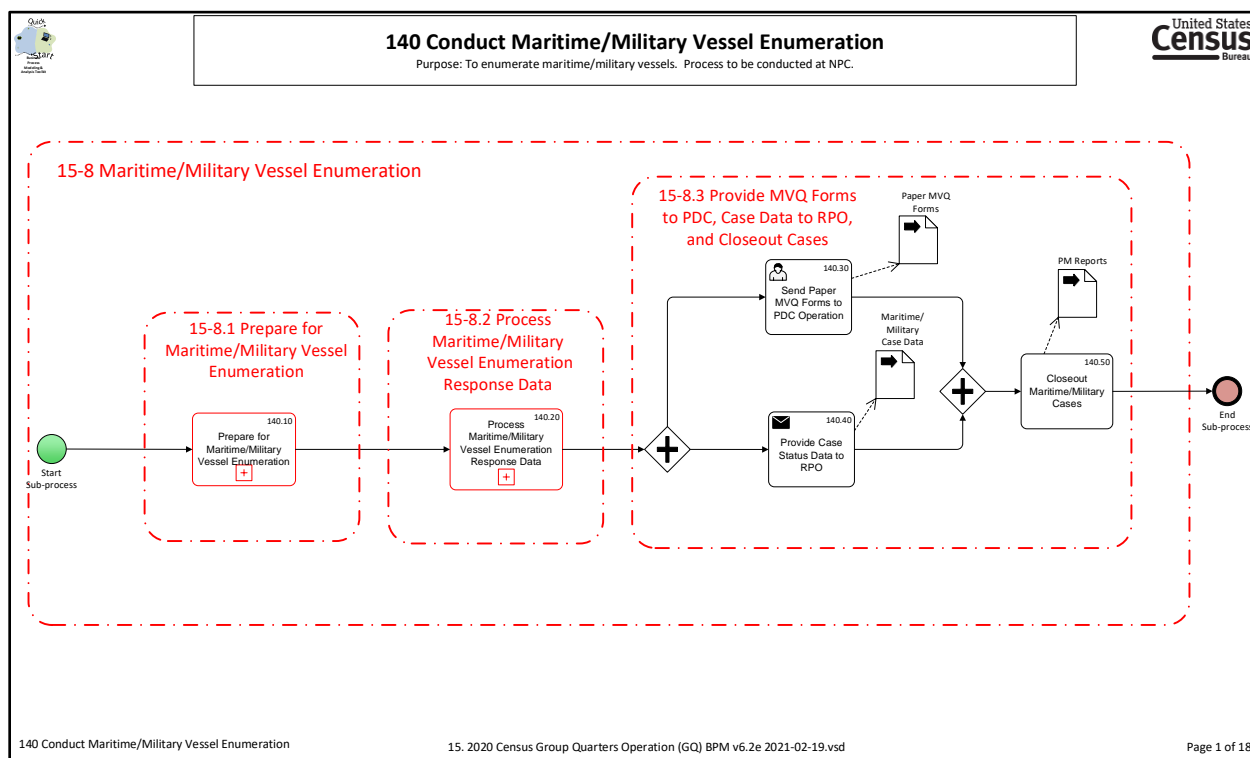


Figure 41: Maritime/Military Vessel Enumeration

Maritime/Military Vessel Enumeration Background

Maritime/Military Vessel Enumeration is a special component of the GQE designed to enumerate people residing on U.S. maritime or military vessels in operation at the time of the census. This was called “Shipboard Enumeration” during the 2010 Census. A maritime vessel is defined as a U.S. flag vessel that is a commercial vessel registered and operated under the laws of the United States, owned, and operated by United States citizens, and used in commercial trade of the United States. A military vessel is defined as a United States Coast Guard or United States Navy vessel assigned to a homeport in the United States.

The Maritime/Military Vessel Enumeration is a mail out/mail back operation where kits and questionnaires are distributed to U.S. flag vessels used for commercial and noncombatant government purposes. The Census Bureau provides enumeration procedures, training, and questionnaires to personnel on the vessels, who then conduct the actual enumeration. During Maritime/Military Vessel Enumeration, designated vessel personnel distribute and then collect the completed Maritime/Military Vessel Questionnaires (MVQs) to personnel living on and/or assigned to the vessels. The completed MVQs are mailed back to NPC for processing.

15. Group Quarters Operation (GQ)

3.8.1 Prepare for Maritime/Military Vessel Enumeration [GQ 15-8.1]

The “Prepare for Maritime/Military Vessel Enumeration” operational subactivity is subdivided into the following constituent activities:

- Prepare for Maritime/Military Vessel Enumeration [GQ 15-8.1].
 - Create Maritime/Military Vessel List [GQ 15-8.1.1].
 - Mail Maritime/Military GQ Kits and Prepare for Universe Tracking [GQ 15-8.1.2].

A detailed view of the constituent activities that make up the “Prepare for Maritime/Military Vessel Enumeration” operational subactivity is given in [Figure 42](#) below.

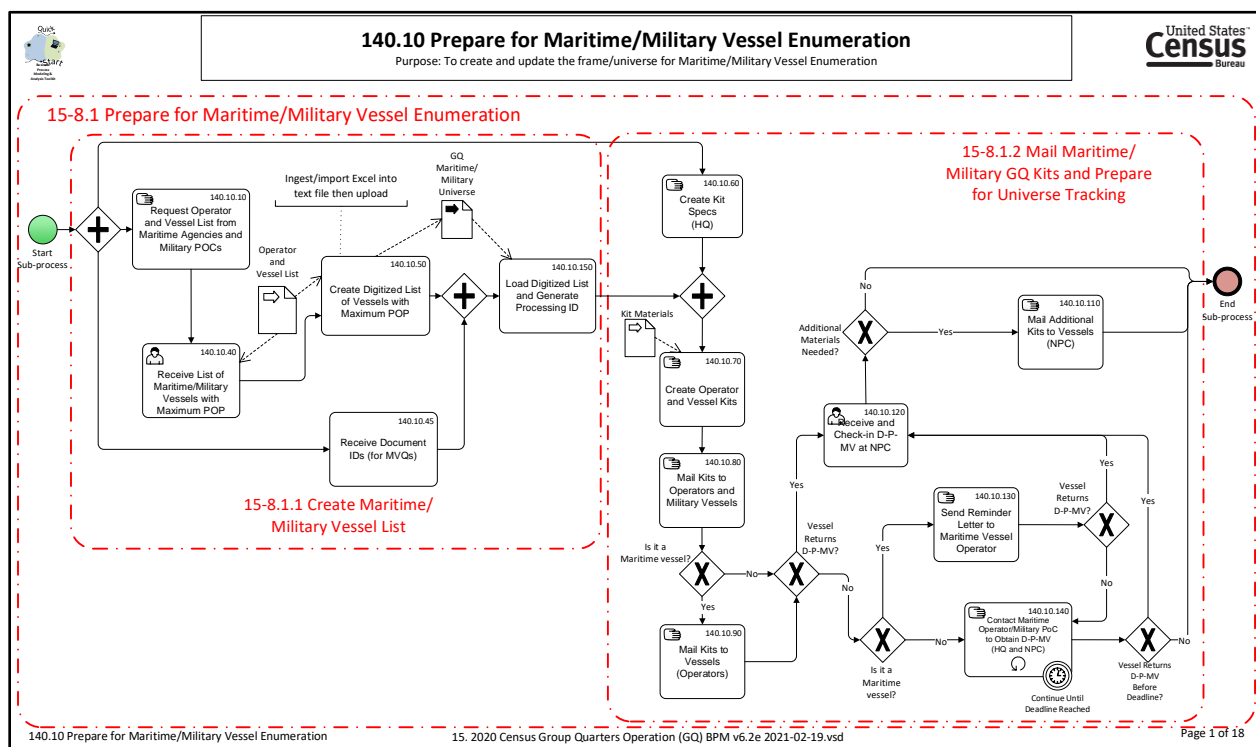


Figure 42: Prepare for Maritime/Military Vessel Enumeration

Subsequent sections describe the Prepare for Maritime/Military Vessel Enumeration operational subactivities in detail.

3.8.1.1 Create Maritime/Military Vessel List [GQ 15-8.1.1]

A detailed view of the constituent activities that make up the “Create Maritime/Military Vessel List” operational subactivity is given in [Figure 43](#) below.

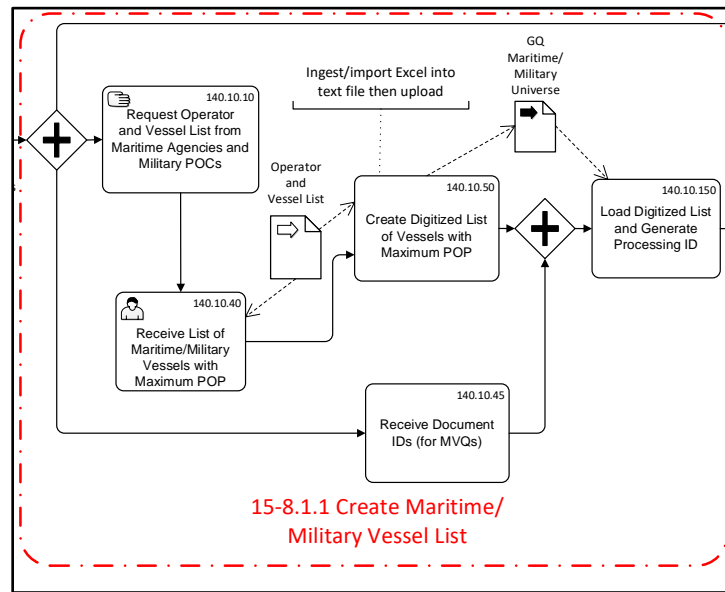


Figure 43: Create Maritime/Military Vessel List

The Maritime/Military Vessel Enumeration activity creates a universe of eligible vessels through the assistance of maritime and military agencies. The Census Bureau receives a list of the owners/operators and vessels to send to NPC to create the maritime universe. A list of military vessels is received from the U.S. Navy and U.S. Coast Guard and sent to NPC to create the military vessel universe. Because of the small size of the universe—an estimate of 1,000 vessels—and the changing geolocation of these vessels from the 2010 Census, all vessels are considered GQ Adds to the MAF.

Before the preparation and mail out of kits, the NPC office staff and DCMD staff perform these actions:

- Create the maritime/military vessel universe – NPC mails out letters to the major maritime agencies asking for a list of their vessels.
- Once NPC receives the list of maritime/military vessels, they create GQ IDs for each vessel and update the tracking and control system with contact information and maximum population for the vessel.

3.8.1.2 Mail Maritime/Military GQ Kits and Prepare for Universe Tracking [GQ 15-8.1.2]

A detailed view of the constituent activities that make up the “Mail Maritime/Military GQ Kits and Prepare for Universe Tracking” operational subactivity is given in [Figure 44](#) below.

15. Group Quarters Operation (GQ)

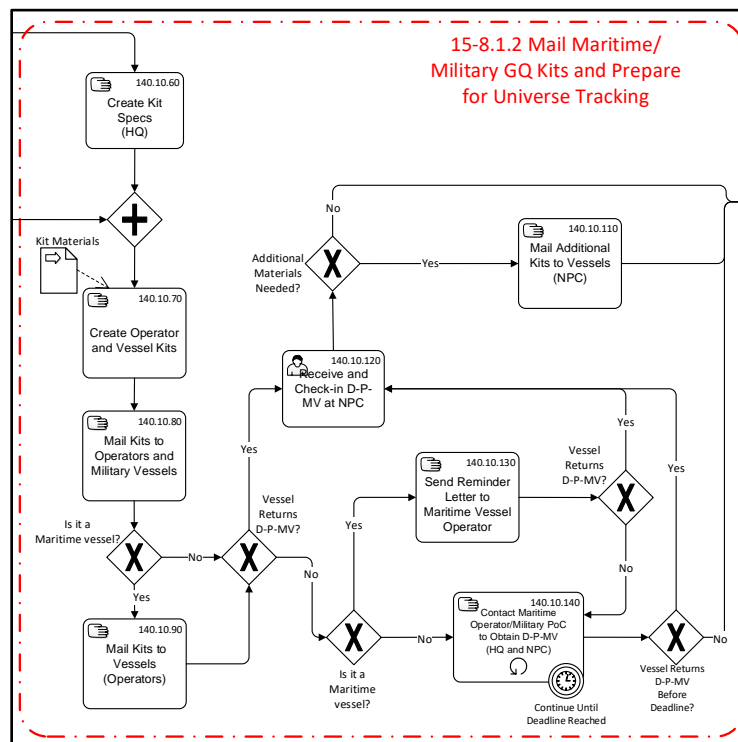


Figure 44: Mail Maritime/Military GQ Kits and Prepare for Universe Tracking

NPC assembles generic operator and vessel kits. Each operator receives an operator kit and a number of vessel kits to accommodate the maximum population of the vessel.

For Mailing Maritime/Military GQ Kits and Preparing for Universe Tracking:

- NPC creates an operator kit for the maritime companies, which contains an operator letter, vessel kits, and procedures for distributing the vessel kits.
- NPC mails vessel kits directly to military vessel project officers.
- The vessel kits include a specified number of MVQs, Acknowledgement of Receipt of Materials Form, Census Location Form, Privacy Act Notices, envelopes, and mailing materials for returning the MVQs back to NPC. The vessel kits also include instructions for the vessel personnel (project officer) to distribute and collect the MVQs for the crew.
- The project officer is instructed to return the Acknowledgement of Receipt of Materials before Census Day. The purpose of this form is to confirm receipt of census material and to request additional materials, if needed.

3.8.2 Process Maritime/Military Vessel Enumeration Response Data [GQ 15-8.2]

A detailed view of the constituent activities that make up the “Process Maritime/Military Vessel Enumeration Response Data” operational subactivity is given in [Figure 45](#) below.

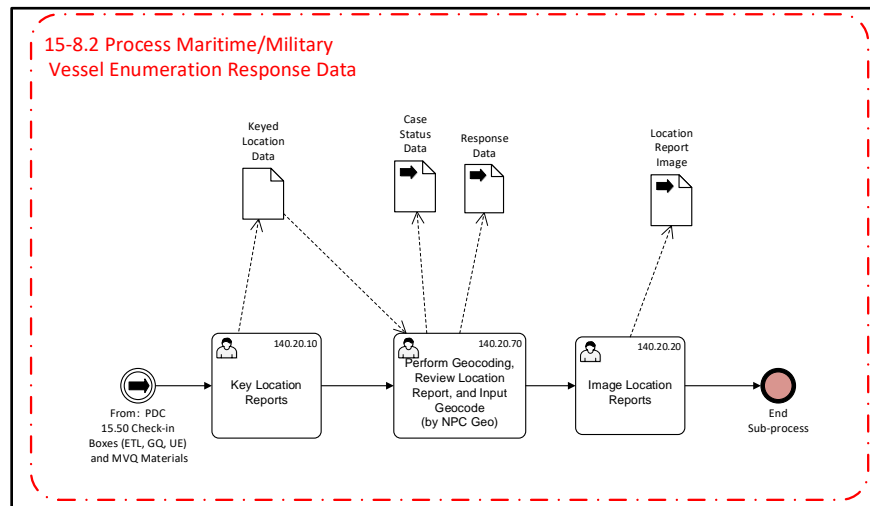


Figure 45: Process Maritime/Military Vessel Enumeration Response Data

Completed materials are checked in at NPC’s Paper Data Capture Center East. MVQs are checked in against the maritime vessel universe file. The NPC staff affix the preprinted label with the unique GQ ID to each MVQ to correctly sort and link the MVQ to the specific vessel (GQ). Vessels are geocoded by the NPC GEO branch using the Vessel Location Report (VLR).

During Maritime Vessel Enumeration, the NPC office staff perform this action:

- Receive the MVQs and Vessel Location Report returned by the vessel operators.
- Apply GQ ID labels and link MVQs to the vessel.
- Key Location Reports using Data Capture and Tracking System (DCTS).
- Geocode vessels. Military vessels are geocoded to their homeport location. Maritime vessels are geocoded to their land-based location on Census Day.
- Image VLRs using scanning.

3.8.3 Provide MVQ Forms to PDC, Case Data to RPO, and Closeout Case [GQ 15-8.3]

A detailed view of the constituent activities that make up the “Provide MVQs to PDC, Case Data to RPO, and Closeout Case” operational subactivity is given in [Figure 46](#) below.

15. Group Quarters Operation (GQ)

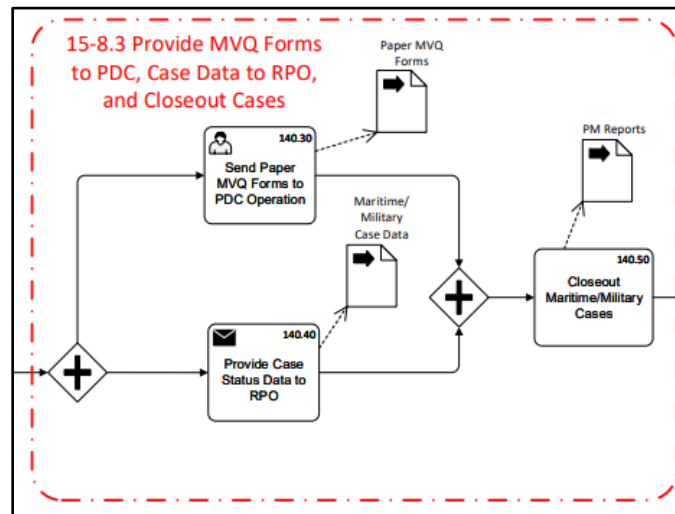


Figure 46: Provide MVQ Forms to PDC, Case Data to RPO, and Closeout Case

NPC performs several steps to provide data for RPO, including file creation. All the MVQ responses received are consolidated for delivery to the various systems used by RPO.

At the end of the Maritime/Military Vessel Enumeration, the NPC office staff:

- Create an MVQ linkage file, which contains the vessel IDs and all the MVQs associated with them.
- Deliver the MVQs to PDC for data capture. This is a one-time delivery at the end of the operation.
- Send a GQ Add Table file to GEO. This is also a one-time delivery at the end of the operation.

3.9 GQ Operation Closeout [GQ 15-9]

[Figure 47](#) shows the BPM for the GQ Operation Closeout [GQ 15-9] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the GQ operation.

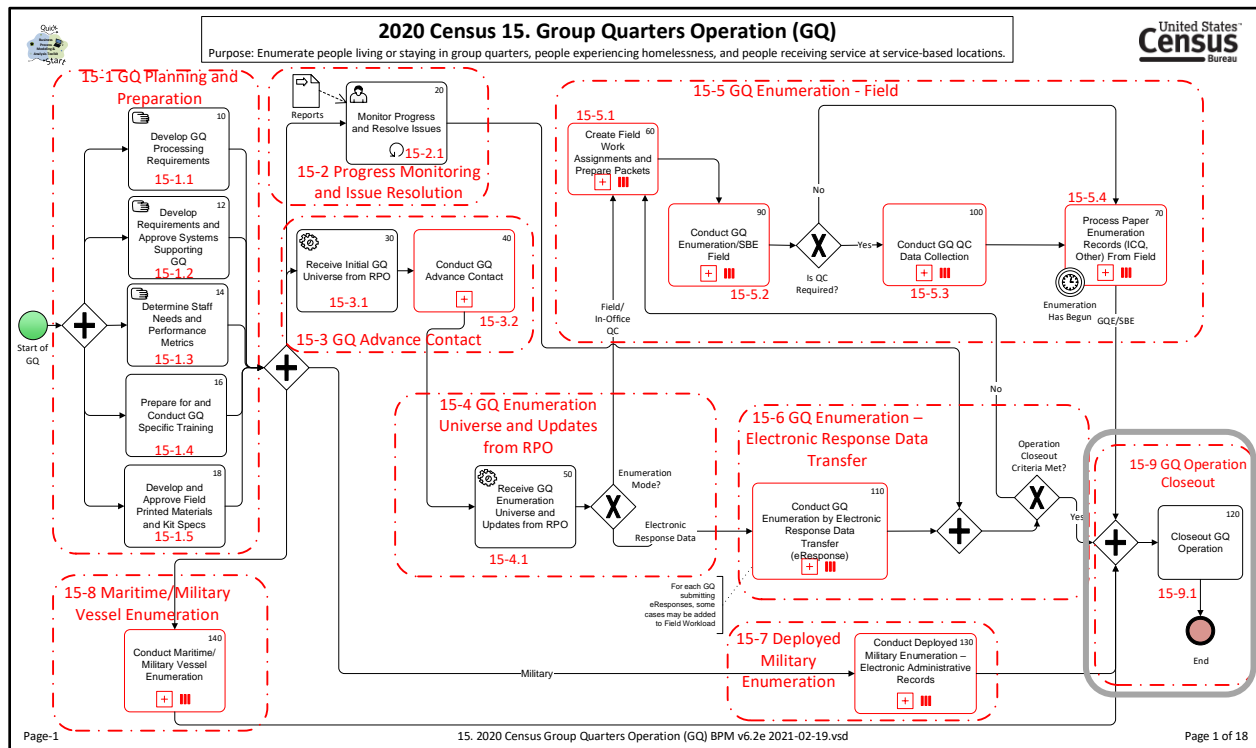


Figure 47: GQ Operation Closeout [GQ 15-9] Constituent Activities

The GQ Operation Closeout activity area has one subactivity, as shown below:

- GQ Operation Closeout [GQ 15-9].
 - Closeout GQ Operation [GQ 15-9.1].

The GQ Operation IPT conducts a lessons learned analysis to complete closeout activities. Final assessments and lessons learned leverage operational information from participating divisions, including the Decennial Census Management Division (DCMD), DSSD, FLD, GEO/DITD, and NPC. NPC is a source for data such as ICQ and MVQ forms processed, number of kits shipped to the field, and other data to support analyses.

Post-GQ operation analyses are captured in formal documentation. Each of the major GQ operational areas described in this document are included: GQAC, GQE/SBE, Maritime/Military Vessel Enumeration, eResponse, DVS, Late GQE, and the Closeout GQ Operation.

4. Cost Factors

4.1 Background

The investment in GQ is projected to have minimal influence on the 2020 Census overall costs.

4.2 Relevant IDEF0 Mechanisms

While the GQ operation is not a major cost driver for the 2020 Census, the following mechanisms from the IDEF0 Context Diagram represent the resources used to support this operation and comprise part of the 2020 Census cost elements:

Staff

- Headquarters (HQ) staff
- Regional census center (RCC) staff
- Area census office (ACO) staff
- Field staff
- National Processing Center (NPC) staff

Sites

- HQ
- RCC
- ACO
- Field area
- NPC
- Training venues

Systems

- Production Control System (PCS)
- Enterprise Censuses and Surveys Enabling-Operational Control System (ECaSE-OCS)
- Automated Tracking and Control (ATAC)
- Centurion Enterprise System (CES)
- Production Environment for Administrative Records Staging, Integration and Storage (PEARSIS)
- Data Capture Tracking System (DCTS)
- MOJO/Hermes/BLQ

- Geocoding Application (GApp)
- Unified Tracking System (UTS)
- Census Data Lake (CDL)

Other

- Census networks
- Mobile networks
- Mobile devices
- IT infrastructure
- Office IT infrastructure
- Kits/field supplies

5. Measures of Success

For the 2020 Census operations, the corresponding Measures of Success will be documented in the operational assessment study plans and final reports. The operational assessment study plan documents the criteria that will be used to define successful completion of the operation. The operational assessment report will provide results on whether the criteria were met.

In general, operational assessments report on planned to actual variances in budget, schedules, and production and training workloads. The corresponding Measures of Success (as documented in the operational assessment study plan) include variances that exceed established thresholds. See *Content Guidelines for the 2020 Census Operational Assessments* for the potential scope of assessment.

Types of success measures include:

- **Process Measures** that indicate how well the process works, typically including measures related to completion dates, rates, and productivity rates.
- **Cost Measures** that drive the cost of the operation and comparisons of actual costs to planned budgets. Costs can include workload as well as different types of resource costs.
- **Measures of the Quality** of the results of the operation, typically including things such as rework rates, error rates, and coverage rates.

See the corresponding operational assessment study plan and report for the Group Quarters operation (GQ) for details on the measures of success.

Appendix A – Acronyms and Terminology

Table 9 below lists the key acronyms and abbreviations used within this Detailed Operational Plan document.

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Table 9: Key Acronyms and Abbreviations List

Acronym	Meaning
ACO	Area Census Office
AdRec	Administrative Record
ATAC	Automated Tracking and Control
BCU	Basic Collection Unit
BLQ	Browse Living Quarters
BPM	Business Process Model
BPMN	Business Process Modeling Notation
CDL	Census Data Lake
CEF	Census Edited File
CES	Centurion Enterprise System
CFM	Census Field Manager
CFS	Census Field Supervisor
CI	Coverage Improvement
COVID-19	Coronavirus Disease-2019
CQA	Census Questionnaire Assistance operation
CRO	Count Review Operation
CUF	Census Unedited File
DCMD	Decennial Census Management Division
DCTS	Data Capture Tracking System
DITD	Decennial Information Technology Division
DLM	Decennial Logistics Management operation
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DOP	Detailed Operational Plan
DPD	Data Products and Dissemination operation
DRF	Decennial Response File
DSC	Decennial Service Center operation
DSSD	Decennial Statistical Studies Division

Acronym	Meaning
DVS	Domestic Violence Shelter
EAE	Evaluations and Experiments
ECaSE	Enterprise Censuses and Surveys Enabling Platform
ETL	Enumeration at Transitory Locations operation
eResponse	Electronic Response
FACO	Federally Affiliated Count Overseas operation
FLD	Field Division
FLDI	Field Infrastructure operation
F-OCS	Field-Operational Control System
FPD	Forms Printing and Distribution operation
GApp	Geocoding Application
GDP	Geographic Data Processing
GEO	Geography Division
GEOP	Geographic Programs operation
GQ	Group Quarters
GQ	Group Quarters operation
GQ ID	Group Quarters Identification number
GQAC	Group Quarters Advance Contact
GQAV	Group Quarters Advance Visit
GQE	Group Quarters Enumeration
GQV	Group Quarters Validation
HQ	Headquarters
HU	Housing Unit
IA	Island Areas
IAC	Island Areas Censuses operation
iCADE	integrated Computer Assisted Data Entry
ICE	Immigration and Customs Enforcement
ICQ	Individual Census Questionnaire
ICR	Individual Census Reports
ID	Identifier
IDEF0	Integrated Definition, Level 0
IE	Information Exchange
INS	Immigration and Naturalization Service
IOD	Integrated Operations Diagram

Acronym	Meaning
IPC	Integrated Partnership and Communications operation
IPT	Integrated Project Team
ISR	Internet Self-Response operation
IT	Information Technology
ITIN	IT Infrastructure operation
JDCC	Jeffersonville Data Capture Center
LNG	Language Services Operation
LUCA	Local Update of Census Addresses operation
MAF	Master Address File
MCR	Military Census Report
MDF	Microdata Detail File
MTdb	Master Address File/Topologically Integrated Geographic Encoding and Referencing System database
MVE	Maritime/Military Vessel Enumeration
MVQ	Maritime/Military Vessel Questionnaire
NID	Non-ID Processing operation
NPC	National Processing Center
NRFU	Nonresponse Followup operation
OCS (S-OCS, F-OCS)	Operational Control System (Survey-, Field-)
OMB	Office of Management and Budget
PCS	Production Control System
PDC	Paper Data Capture operation
PEARSIS	Production Environment for Administrative Records Staging, Integration and Storage
POC	Point of Contact
POP	Population Division
PR	Puerto Rico
QC	Quality Control
RCC	Regional Census Center
RI	Reinterview
RSMFV	Regularly Scheduled Mobile Food Vans
RO	Regional Office
RPO	Response Processing Operation
SBE	Service-Based Enumeration

15. Group Quarters Operation (GQ)

Acronym	Meaning
SCR	Shipboard Census Report
SH	Emergency and Transitional Shelters
SK	Soup Kitchens
S-OCS	Survey Operational Control System
SPC	Security, Privacy, and Confidentiality operation
SR	Self-Response
TEA	Type of Enumeration Area
TNSOL	Targeted Non-Sheltered Outdoor Location
UE	Update Enumerate operation
UL	Update Leave operation
USPS	United States Postal Service
VLR	Vessel Location Report

Group Quarters Glossary

Table 10 below is a glossary of GQ types and their accompanying type codes.

Table 10: GQ Types and Definitions

Group Quarters Types	
101	Federal Detention Centers Stand alone, generally multilevel, federally operated correctional facilities that provide “short- term” confinement or custody of adults pending adjudication or sentencing. These facilities may hold pretrial detainees, holdovers, sentenced offenders, and Immigration and Customs Enforcement (ICE) inmates, formerly called Immigration and Naturalization Service (INS) inmates. These facilities include: Metropolitan Correctional Centers (MCCs), Metropolitan Detention Centers (MDCs), Federal Detention Centers (FDCs), Bureau of Indian Affairs Detention Centers, ICE Service Processing Centers, and ICE contract detention facilities.
102 103	Federal Prisons State Prisons Adult correctional facilities where people convicted of crimes serve their sentences. Common names include prison, penitentiary, correctional institution, federal or state correctional facility, and conservation camp. The prisons are classified by two types of control: (1) “federal” (operated by or for the Bureau of Prisons of the Department of Justice) and (2) “state.” Residents who are forensic patients or criminally insane are classified on the basis of where they resided at the time of enumeration. Patients in hospitals (units, wings, or floors) operated by or for federal or correctional authorities are counted in the prison population. Other forensic patients will be enumerated in psychiatric hospital units and floors for long-term nonacute patients. This category may include privately operated correctional facilities.
104	Local Jails and Other Municipal Confinement Facilities Correctional facilities operated by or for counties, cities, and American Indian and Alaska Native tribal governments. These facilities hold adults detained pending adjudication and/or people committed after adjudication. This category also includes work farms and camps used to hold people awaiting trial or serving time on relatively short sentences. Residents who are forensic patients or criminally insane are classified on the basis of where they resided at the time of enumeration. Patients in hospitals (units, wings, or floors) operated by or for local correctional authorities are counted in the jail population. Other forensic patients will be enumerated in psychiatric hospital units and floors for long-term nonacute patients. This category may include privately operated correctional facilities.

Group Quarters Types	
105	<p>Correctional Residential Facilities</p> <p>These are community-based facilities operated for correctional purposes. The facility residents may be allowed extensive contact with the community, such as for employment or attending school, but are obligated to occupy the premises at night.</p> <p>Examples are halfway houses, restitution centers, and prerelease, work release, and study centers.</p>
106	<p>Military Disciplinary Barracks or Jails</p> <p>Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes.</p>
201	<p>Group Homes for Juveniles (noncorrectional)</p> <p>Includes community-based group living arrangements for youth in residential settings that are able to accommodate three or more clients of a service provider. The group home provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.</p> <p>Examples are maternity homes for unwed mothers, orphanages, and homes for abused and neglected children in need of services. Group homes for juveniles do not include residential treatment centers for juveniles or group homes operated by or for correctional authorities.</p>
202	<p>Residential Treatment Centers for Juveniles (noncorrectional)</p> <p>Includes facilities that primarily serve youth that provide services on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders. These facilities are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers for juveniles do not include facilities operated by or for correctional authorities.</p>
203	<p>Correctional Facilities Intended for Juveniles</p> <p>Includes specialized facilities that provide strict confinement for its residents and detain juveniles awaiting adjudication, commitment or placement, and/or those being held for diagnosis or classification. Also included are correctional facilities where residents are permitted contact with the community, for purposes such as attending school or holding a job.</p> <p>Examples are residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, detention centers, and boot camps for juvenile delinquents.</p>
301	<p>Nursing Facilities/Skilled-Nursing Facilities</p> <p>Includes facilities licensed to provide medical care with seven-day, 24-hour coverage for people requiring long-term nonacute care. People in these facilities require nursing care, regardless of age. Either of these types of facilities may be referred to as nursing homes.</p>

15. Group Quarters Operation (GQ)

Group Quarters Types	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals Includes psychiatric hospitals, units, and floors for long-term nonacute care patients. The primary function of the hospital, unit, or floor is to provide diagnostic and treatment services for long-term nonacute patients who have psychiatric-related illness. All patients are enumerated in this category.
402	Hospitals with Patients Who Have No Usual Home Elsewhere Includes hospitals if they have any patients who have no exit or disposition plan, or who are known as “boarder patients” or “boarder babies.” All hospitals are eligible for inclusion in this category except psychiatric hospitals, units, wings, or floors operated by federal, state, or local correctional authorities. Patients in hospitals operated by these correctional authorities will be counted in the prison or jail population. Psychiatric units and hospice units in hospitals are also excluded. Only patients with no usual home elsewhere are enumerated in this category.
403	In-Patient Hospice Facilities Includes in-patient hospice facilities (both free-standing and units in hospitals) that provide palliative, comfort, and supportive care for the terminally ill patient and their families. Only patients with no usual home elsewhere are tabulated in this category.
404	Military Treatment Facilities with Assigned Patients These facilities include military hospitals and medical centers with active-duty patients assigned to the facility. Only these patients are enumerated in this category.
405	Residential Schools for People with Disabilities Includes schools that provide the teaching of skills for daily living, education programs, and care for students with disabilities in a live-in environment. Examples are residential schools for the physically or developmentally disabled.
501	College/University Student Housing Includes residence halls and dormitories, which house college and university students in a group living arrangement. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private entity or organization. Fraternity and sorority housing recognized by the college or university are included as college student housing.
502*	College/University Student Housing (owned/leased/managed by a private company/agency): Includes buildings designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed by a private company or agency (i.e., not owned/leased/managed by a college/university). This category includes apartment-style student housing. Residents typically enter into “by the bed” leases (i.e., single-liability leases). * Note: The Census Bureau started conducting research in 2020 related to collecting GQ data for student housing that is owned/leased/managed by private companies. This research will inform future approaches to enumerating

Group Quarters Types	
	student housing.
601 602	Military Quarters Military Ships <p>These facilities include military personnel living in barracks (including “open” barrack transient quarters) and dormitories and military ships. Patients assigned to military treatment facilities and people being held in military disciplinary barracks and jails are not enumerated in this category. Patients in military treatment facilities with no usual home elsewhere are not enumerated in this category.</p>
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness <p>Facilities where people experiencing homelessness stay overnight. These include:</p> <ol style="list-style-type: none"> 1) Shelters that operate on a first-come, first-serve basis where people must leave in the morning and have no guaranteed bed for the next night. 2) Shelters where people know that they have a bed for a specified period of time (even if they leave the building every day. 3) Shelters that provide temporary shelter during extremely cold weather (such as churches). <p>This category does not include shelters that operate only in the event of a natural disaster.</p> <p>Examples are emergency and transitional shelters; missions; hotels and motels used to shelter people experiencing homelessness; shelters for children who are runaways, neglected or experiencing homelessness; and similar places known to have people experiencing homelessness.</p>
703	Domestic Violence Shelters <p>Includes community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.</p>
702 704 706	Soup Kitchens Regularly Scheduled Mobile Food Vans Targeted Non-Sheltered Outdoor Locations <p>Includes soup kitchens that offer meals organized as food service lines or bag or box lunches for people experiencing homelessness; street locations where mobile food vans regularly stop to provide food to people experiencing homelessness; and targeted non-sheltered outdoor locations where people experiencing homelessness live without paying to stay. Targeted non sheltered outdoor locations must have a specific location description; for example, “the Brooklyn Bridge at the corner of Bristol Drive” or “the 700 block of Taylor Street behind the old warehouse.”</p>

15. Group Quarters Operation (GQ)

Group Quarters Types	
801	<p>Group Homes Intended for Adults</p> <p>Group homes are community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider. The group home provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other. Group homes do not include residential treatment centers or facilities operated by or for correctional authorities.</p>
802	<p>Residential Treatment Centers for Adults</p> <p>Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders. They are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers do not include facilities operated by or for correctional authorities.</p>
900	<p>Maritime/Merchant Vessels</p> <p>Includes U.S. owned and operated flag vessels that are commercial vessels in operation at U.S. ports, upon the sea, or on the Great Lakes.</p>
901	<p>Workers' Group Living Quarters and Job Corps Centers</p> <p>Includes facilities such as dormitories, bunkhouses, and similar types of group living arrangements for agricultural and nonagricultural workers. This category also includes facilities that provide a full-time, year-round residential program offering a vocational training and employment program that helps young people 16- to- 24 years-old learn a trade, earn a high school diploma or General Education Development degree, and get help finding a job.</p> <p>Examples are group living quarters at migratory farm worker camps, construction workers' camps, Job Corps centers, and vocational training facilities.</p>
902	<p>Religious Group Quarters</p> <p>These are living quarters owned or operated by religious organizations that are intended to house their members in a group living situation. This category includes such places as convents, monasteries, and abbeys.</p> <p>Living quarters for students living or staying in seminaries are classified as college student housing not religious group quarters.</p>
903	<p>Living Quarters for Victims of Natural Disasters</p> <p>These are temporary group living arrangements established as a result of natural disasters.</p>

Appendix B – References

Appendix B lists the documents or other resources used during the development of this Detailed Operational Plan document.

U.S. Census Bureau (2020), [Memorandum 2020.03: Updates to the Update Leave Operation \(census.gov\)](#), March 31, 2020

U.S. Census Bureau (2019), [Memorandum 2019.14: Decision to Enumerate Military Areas Using Self-Response and Update Leave Methodology](#), July 1, 2019.

U.S. Census Bureau (2018), [2020 Census Operational Plan](#), Version 4.0, December 31, 2018.

U.S. Census Bureau (2018), “Preparing for the 2020 Census Operational Assessment Study Plan,” Draft, May 10, 2018.

U.S. Federal Register (2018), [Final 2020 Census Residence Criteria and Residence Situations \(83 FR 6941\)](#).

U.S. Federal Register (2016), [Proposed 2020 Census Residence Criteria and Residence Situations \(81 FR 42577\)](#), with the initial planned residence criteria and residence situations.

U.S. Census Bureau (2013), Group Quarters Enumeration Assessment Report by Jean Williams, Brian De Vos, Deborah Russell, Andre Williams, and Diane Barrett, January 14, 2013.

Appendix C – Activity Tree for Group Quarters Operation (GQ)

This appendix presents the Activity Tree for the GQ Operation. An activity tree uses an outline structure to reflect the decomposition of the major operational activities in the operation. Each activity is numbered according to its position in the outline. For example, for the current operation numbered “15,” the first activity would be numbered 15-1. Subactivities under this activity would be numbered sequentially, starting again with the number one. For example, the first subactivity under the first activity would be numbered 15-1.1 the second subactivity as 15-1.2. The second activity would be numbered 15-2, etc.

GQ Activity Tree:

- 15-1 GQ Planning and Preparation
 - 15-1.1 Develop GQ Processing Requirements
 - 15-1.1.1 Develop GQ Business Rules
 - 15-1.1.2 Develop GQ Quality Control Plans
 - 15-1.2 Develop Requirements and Approve Systems Supporting GQ
 - 15-1.3 Determine Staff Needs and Performance Metrics
 - 15-1.3.1 Determine Estimated GQ Operational Workload by Geographic Area
 - 15-1.3.2 Define Operational Performance Metrics and Targets
 - 15-1.3.3 Provide Requirements for GQ Staff Supplies and Materials
 - 15-1.3.3.1 Provide Field Enumeration Materials Content
 - 15-1.3.3.2 Provide Kit Requirements
 - 15-1.4 Prepare for and Conduct GQ-Specific Training
 - 15-1.4.1 Prepare for GQ-Specific Training
 - 15-1.4.1.1 Provide GQ-Specific Training Content and Requirements
 - 15-1.4.1.2 Review and Approve GQ-Specific Training
 - 15-1.4.2 Conduct GQ-Specific Training
 - 15-1.5 Develop and Approve Field Printed Materials and Kit Specs
- 15-2 Progress Monitoring and Issue Resolution
 - 15-2.1 Monitor Progress and Resolve Issues
- 15-3 GQ Advance Contact
 - 15-3.1 Receive Initial GQ Universe from RPO
 - 15-3.2 Conduct GQ Advance Contact

15. Group Quarters Operation (GQ)

- 15-3.2.1 Attempt GQ Advance Contact
 - 15-3.2.2 Collect GQ Advance Contact Information
 - 15-3.2.3 Conduct GQ Add Process
 - 15-3.2.4 Update GQ Advance Contact Status
- 15-4 GQ Enumeration Universe and Updates from RPO
 - 15.4.1 Receive GQ Enumeration Universe Updates from RPO
- 15-5 GQ Enumeration – Field
 - 15-5.1 Create Fieldwork Assignments and Prepare Packets
 - 15-5.2 Conduct GQ Enumeration/SBE Field
 - 15-5.2.1 Conduct GQ Facility Self-Enumeration
 - 15-5.2.2 Conduct Drop-Off, Pick Up
 - 15-5.2.3 Pick Up Paper Response Data Collection File
 - 15-5.2.4 Conduct Enumeration Using Paper ICQ
 - 15-5.2.5 Mail Out/Mail Back Paper Response Data Collection File
 - 15-5.2.6 Resolve Issues and Send Forms to ACO
 - 15-5.3 Conduct GQ QC Data Collection
 - 15-5.3.1 Conduct GQ Reinterview
 - 15-5.3.2 Adjudicate Reinterview Results
 - 15-5.4 Process Paper Enumeration Records (ICQ, Other) from Field
 - 15-5.4.1 Receive Paper Responses from Enumerators
 - 15-5.4.2 Perform In-Office ICQ Process
 - 15-5.4.3 Perform In-Office Paper Response Data Collection File Process
 - 15-5.4.4 Prepare for Shipping and Ship Package
- 15-6 GQ Enumeration – Electronic Response Data Transfer
 - 15-6.1 Request and Receive eResponse File from GQ Administrator
 - 15-6.2 Conduct Verification of eResponse File
 - 15-6.3 Perform Data Quality Checks
 - 15-6.4 Closeout Case
- 15-7 Deployed Military Enumeration
 - 15-7.1 Conduct Deployed Military Enumeration – Electronic Administrative Records
 - 15-7.1.1 Process Military File to Create Enumeration Records and Tabulation File
- 15-8 Maritime/Military Vessel Enumeration

15. Group Quarters Operation (GQ)

- 15-8.1 Prepare for Maritime/Military Vessel Enumeration
 - 15-8.1.1 Create Maritime/Military Vessels List
 - 15-8.1.2 Mail Maritime/Military GQ Kits and Prepare for Universe Tracking
- 15-8.2 Process Maritime/Military Vessel Enumeration Response Data
- 15-8.3 Provide MVQ Forms to PDC, Case Data to RPO, and Closeout Cases
- 15-9 GQ Operation Closeout
 - 15-9.1 Closeout GQ Operation